

THIS PART IS A CONTINUATION

OF

VOLUME 1

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PARASTATAL BODIES

INTRODUCTION

1. Parastatal Bodies (PSBs) are one of the main components of the Public Sector. They are established under Acts of Parliament to serve as instruments of national policies. These legal entities are required to discharge various obligations in the economic and social landscape, hence playing a pivotal role in the nation's development. The PSBs are involved in various areas of activities comprising, among others, industry, agriculture, commerce, tourism, health, transport, culture and education.
2. The local enactments provide the legal framework and parameters within which the PSBs should operate. The Board of Directors or Council in some instances, is mandated to set the policies and direction of the organisation, whilst in the majority of PSBs, a Director or General Manager is appointed to implement the decisions of the Board or Council and to be responsible for the day-to-day management of the organisation. Each PSB falls under the *aegis* of a Ministry and a representative of the latter equally forms part of the Board or Council with a view to ensuring that government policies are effectively disseminated to the relevant bodies and subsequently the decisions and actions taken are according to these policies.
3. Since the last Report, the number of PSBs falling under the purview of the Pay Research Bureau has increased from 92 to 99. This is explained *inter alia* by the establishment of new organisations, revamping of existing ones and defunctness of a few.
4. Following the obtention of the submissions/representations from Unions, Management and individuals, the Bureau carefully examined same prior to holding consultative meetings with the different stakeholders. During these meetings, the parties concerned were informed on the difficult economic and social context in which this overall review has been conducted and in many cases the outcome of their proposals were also communicated. We also carried out site visits in certain PSBs following requests made by the staff side. Meetings were equally held with a few officers who made a request to depose on an individual basis.
5. It is worth highlighting that with the COVID-19 Pandemic and resulting lockdown, the Bureau had to review its calendar of activities. Consequently, meetings with Management of certain PSBs and a few Unions were re-scheduled for a later date. The Bureau also reviewed its mode of conducting meetings as a precaution in view of the spread of COVID-19.
6. The recommendations made as well as the revised salary schedules, have been provided under the respective chapter of the PSBs. In certain organisations, we conducted an in-depth study on the redesigning/restructuring of certain cadres where the existing ones no longer served their purpose. A few grades were either abolished or made evanescent as their functions were gradually being phased out, whilst in other cases, we created positions for which there was a genuine functional need. We also

delayed structures, where it was possible, through the merging of grades and at the same time allowed for career earnings.

7. Whilst the general recommendations on Conditions of Service made in Volume 1 of this Report are equally applicable to PSBs, we additionally provided for a few specific ones in certain organisations to enhance service delivery. As regards salary, we have brought some alignment to the extent possible with what obtains in the Civil Service for comparable grades. Furthermore, qualification requirements have been harmonised in some cases where needed. In a few instances, we have provided for personal and future holder salaries for a same grade.

Pertinent Issues

Scheme of Service

8. The Bureau has once again been apprised during consultative meetings that Management of a few organisations continue to bring changes in schemes of service without any prior consultation with the Unions, thereby resulting in industrial disputes or strained industrial relations. We recommended in our last Report that the guidelines for the prescription/review of schemes of service as established by the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR), should be adhered to. Since we consider these guidelines to be still valid, we are reiterating this recommendation, among others.

Recommendation 1

9. **We recommend that Management of PSBs should follow the established procedures designed by the MPSAIR regarding the prescription/review of a scheme of service.**
10. **We further recommend that:**
 - (i) **where the qualifications, duties and responsibilities of grades in PSBs have been aligned on those of corresponding levels in the Civil Service, the schemes of service of these grades should, wherever relevant, be amended along the same line as for their counterparts in the Civil Service; and**
 - (ii) **the prescription and review of schemes of service in PSBs should be carried out and finalised within a period of four months.**

Remuneration for Part-Time Workers

11. Whilst determining the revised salaries for employees in part-time positions, the Bureau took into account, among others, that incumbents in almost all quarters have been paid the full amount of the interim allowance of Rs 1000 monthly, since January 2020 as approved by the Ministry of Finance, Economic Planning and Development. We consider this increase to be disproportionate vis-à-vis employees working on a full time basis.

12. **As a result, we have brought necessary adjustments, based on the actual number of working hours, prior to arriving at the recommended rates. In so doing, the remuneration drawn by certain incumbents prior to the Report becoming effective, may prove to be higher than that recommended in this Report. In such cases, the incumbents should continue to draw the difference between what they are actually drawing and the revised salary as an allowance. This allowance should erode with the subsequent grant of salary compensation.**

Revision of Allowances

13. In general, in the context of an overall review, the quantum of all allowances is normally revised. With the onset of the COVID-19 Pandemic and resulting unfavourable economic and financial state of the country, we could not adopt the same course of action for this Report. **Instead, we have intelligently focussed more on salary revision, given that benefits are attached thereto and have revised allowances marginally where needed.**
14. It may happen that following the revision of salaries, the quantum of an allowance which is computed on the initial salary point of a salary scale, turns out to be lesser than what officers were drawing with the previous Report. **In such cases, officers in post as at the eve of the publication of the 2021 Report should continue to draw the higher quantum on a personal basis.**

Training and Development

15. The Bureau has been apprised that despite the various recommendations made on training and development, this aspect is being seriously ignored by Management in many cases. As a result, we received numerous representations on this subject from Unions/Federations of the whole public sector. We noted that the majority of officers are not being provided training opportunities despite the establishment of the Civil Service College Mauritius.
16. Against this backdrop, for this Report also, the Bureau has significantly stressed on the importance of providing training and development opportunities to officers, irrespective of grade/level, with a view to upgrading/updating their skills and knowledge and reinforcing their competencies for an overall improvement in service delivery. Adequate emphasis should be laid on the provision of appropriate training to incumbents in the Workmen's Group as stipulated in Volume 1 of this Report. **General recommendations made under the Chapter Training and Development in Volume 1 of this Report should also be adhered to.**

Performance Management System

17. From the various representations made by the Unions/Management and particularly from survey findings, the Bureau noted with much concern that nearly a decade after the overall implementation of the Performance Management System (PMS) in the public sector, around 60% of PSBs have still not adopted it and a few were in the process of implementing the system. The main arguments put forward to explain this non-implementation were: no training provided on this subject by Management or

parent Ministry; small establishment size; no permanent staff on establishment; absence of a head at the Human Resource department; proper Human Resource Unit not set up; organisation undergoing restructuring; limited staff; no instructions from parent Ministry to implement PMS; schemes of service not yet prescribed; officers performing additional duties not falling strictly under their respective scheme of service; most officers have already reached their top salary; and PMS was viewed as too lengthy and time consuming. In one body corporate, the system was implemented but was later stopped owing to the departure of the head of the organisation.

18. After duly taking into account the various reasons put forward, we consider them to be not strong enough to explain the non-setting up of a PMS. We equally deplore that in many cases, parent Ministries did not consider the implementation of PMS in PSBs falling under their *aegis* as a priority.
19. The Bureau holds that a proper PMS not only aims at enhancing performance but also targets at improving productivity, which consists in maximising efficiency and making optimal use of limited resources, including human capital. Therefore, the proper linkage should be established between an increase in performance, productivity and earnings (salary). We view that in the absence of a PMS, Government's spending is not being used in a judicious manner, as there is no check on performance and the resulting productivity.
20. In the above context, we are providing for appropriate recommendations with a view to ensuring a roll out of the PMS in the PSBs.

Recommendation 2

21. **We recommend that parent Ministries should:**
 - (i) **ensure that a PMS Monitoring Committee is set up in organisations falling under their *aegis*;**
 - (ii) **ascertain that PMS is established in the PSBs falling under their purview where such a system has not been implemented yet;**
 - (iii) **address any related problem being encountered in the implementation of PMS, with the assistance of officers of the PMS Unit of the MPSAIR; and**
 - (iv) **submit a progress report every three months to the MPSAIR with regard to the implementation of PMS in PSBs falling under their *aegis* and which have not yet established same.**
22. **We further recommend that Management of PSBs where PMS has not been implemented, should liaise with the MPSAIR through their parent Ministry for the provision of appropriate training to their officers by the Civil Service College Mauritius on this issue.**

Human Resource Planning

23. The Bureau has been apprised that in many cases the non-filling of vacancies and acute shortage of staff or inadequate staff strength often hampers the smooth functioning of activities, thereby causing much hardship and frustration among the employees. With a view to addressing such problems, the Bureau recommended in its last Report for Management of every organisation to conduct a Human Resource Planning exercise so as to ensure a better service delivery.
24. In the context of this Report also, we have laid much emphasis on the importance of carrying out such an exercise, the moreso survey findings have revealed that the majority of PSBs have not conducted a human resource planning. **We, therefore:**
- (i) **urge Management of PSBs to mandatorily carry out a Human Resource Planning (HRP) exercise so that the organisations are staffed with the right number, qualified and competent people with a view to delivering successfully on their respective mandate; and**
 - (ii) **advise Management of PSBs to refer to the indicative set of guidelines recommended by the Bureau under Chapter Recruitment, Promotion and Retention in Volume 1 of this Report with regard to the conduct of the HRP exercise.**

Reform Cells in Parastatal Bodies

25. Both Management and Unions of most PSBs have informed that Reform Cells having as objective to coordinate and monitor approved reform programmes, have not been set up. Since we consider that these Reform Cells have a pivotal role to play in reviewing structures, ensuring an efficient use of resources and spearheading new projects/policies for the betterment of the organisation, we are recommending to this end.

Recommendation 3

26. **We recommend that Management of PSBs should expedite the setting up of Reform Cells in their respective organisation, in collaboration with their parent Ministry to ensure that reforms are identified and proper initiatives are implemented and monitored.**
27. **We further recommend that:**
- (i) **the functions of the Reform Cells should be the same as those of the Transformation Implementation Committee in the Civil Service; and**
 - (ii) **the Reform Cells should be chaired by the Chief Executive of the PSB and reports on work accomplished by the Reform Cells be submitted to the Parent Ministry on a regular basis.**

Recruitment Problems in Scarcity Areas

28. With a view to tackling recruitment problems in extreme scarcity areas, the Bureau has recommended a higher entry point for certain professionals, especially where

registration with a recognised body is mandatory. In a few exceptional cases, we have equally provided for the possibility of the grant of a negotiable entry point.

Grades with no Promotion Prospect

29. The Bureau has received numerous representations from staff associations on the fact that many employees remain in positions without any promotional outlet. In this regard, we have carried out a study on such stand-alone grades in the Public Sector with a view to coming up with a pay strategy that would provide some motivation to the incumbents.
30. For this Report, we have, therefore, restyled certain grades to an appellation reflecting a merged level coupled with an enhanced salary, to ensure career earnings.
31. In examining the issue, we have considered a few parameters which are laid down to identify which category of employees would be concerned with the new policy:
 - (i) the grade is of a graduate or professional level;
 - (ii) the nature of the duties, devolving upon the grade does not warrant in principle, any direct supervision;
 - (iii) the grade is a stand-alone one, that is, it does not form part of a cadre structure and as a result incumbent has no promotional prospect; and
 - (iv) there is no functional need to create a higher position in future.
32. **The attention of Management of organisations is, therefore, being drawn to the above paragraph and to the fact that no supervisory position would be created.**

Non-Implementation of Recommendations

33. During consultative meetings, union members from various PSBs informed with much concern, that many recommendations made by the Bureau have either not been implemented by Management or implemented/understood in a different manner. This fact has also been confirmed by the findings of our survey carried out on recommendations made in the 2016 PRB/Addendum Reports which have not been implemented. This state of affairs subsequently led to unharmonious industrial relations, at times causing prejudice to parties concerned in terms of loss of benefits.
34. It is worth pointing out that the Bureau expressly provided in its previous Reports for the setting up of a Departmental Implementation and Monitoring Committee in every organisation to cater for such issues in a timely and efficient manner. We observed, however, through information gathered from our surveys, that in most PSBs, such a mechanism was not established by Management despite the prevalence of several implementation issues and problems in the organisations.
35. **In the above context, we have provided under Chapter Implementation Process and Post Review Mechanism in Volume 1 of this Report for the setting up of another mechanism in lieu of the Departmental Implementation and Monitoring Committee/Central Implementation and Monitoring Committee, in the form of**

a Standing Committee, that would look into such issues for the whole Public Sector.

Restyling of Grades

36. The Bureau has noted that certain grades have been restyled by Management in a few Parastatal Bodies, without having recourse to the established procedures. It is worth pointing out that restyling of grades is considered normally in the wake of a general review or acceded to with the approval of the High Powered Committee. In this context, **the Bureau holds that all requests for restyling should be submitted for consideration by the Bureau, through the parent Ministry and MPSAIR.**
37. **The MPSAIR should ensure that the appellations of grades are strictly in accordance with our recommendations or as approved by the High Powered Committee.**

New Organisations to be covered by the PRB

38. Prior to the publication of this Report, the Bureau received requests directly from a few newly established PSBs to be governed by the PRB. It is noteworthy that such requests should be made through the appropriate procedures, which consists in the parent Ministry seeking prior approval from Cabinet, before informing the Bureau through the MPSAIR, as stipulated in Circular Note No 1 of 2012 issued by the then Ministry of Civil Service and Administrative Reforms on this subject.
39. **Parent Ministries of newly established PSBs, should, therefore, stand guided by the provisions of the above-mentioned Circular.**

Safety and Health

40. We have been apprised that it is not efficient for a few organisations with a staff complement of less than 100 employees to employ a Safety and Health Officer/Senior Safety and Health Officer on a full-time basis or even on a part-time basis in certain cases. Given that health and safety issues should not be ignored and should be given due importance, we are providing for a mechanism that would allow such organisations to benefit from the services of a Safety and Health Officer/Senior Safety and Health Officer, without being compelled to employ one on a full-time or part-time basis.

Recommendation 4

41. **We recommend that Management of organisations with less than 100 employees may liaise with the MPSAIR, through their parent Ministry, to have recourse to the services of a Safety and Health Officer/Senior Safety and Health Officer of the MPSAIR, whenever required, against payment of an allowance to the officer carrying out the assignment.**

General Services

Office Management Assistant

Management Support Officer

42. Representations have been received from stakeholders for the creation of the grades of Management Support Officer and Office Management Assistant on the establishment of certain PSBs. They have been informed that these grades are created on a need basis depending on the organisational requirements. In the same vein, the Federations and the Unions of PSBs have requested for a total alignment of the general services with what obtains in the Civil Service.
43. After thorough examination of the submissions of the Federations as well as those of the Unions and taking into account the functions, objectives and specificity of each PSB, a complete alignment with the Civil Service is not feasible. Nevertheless, following a restructuring of the general services in the Civil Service, we are harmonising their mode of recruitment to the extent possible.
44. Moreover in PSBs, the grade of Management Support Officer is a supervisory one, with that of Clerical Officer being a subordinate level. The Bureau has, however, observed that in almost all organisations, the scheme of service of the grade of Management Support Officer does not include the supervisory element. In such circumstances, we hold that since the responsibilities of the grade of Management Support Officer are higher than those of a Clerical Officer as characterised by its higher salary scale, there should be a demarcation in the level of duties to be performed by incumbents of both grades. We further consider that given the supervisory nature of the grade of Management Support Officer, potential candidates should at least reckon some experience in the source grade for a more effective and efficient performance.

Recommendation 5

45. **We recommend that appointment to the grade of Management Support Officer should be made by selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator reckoning at least four years' service in a substantive capacity in their respective grade.**
46. Incumbents in the grade of Management Support Officer in PSBs would be required, among others, 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.
47. **We further recommend that over and above the foregoing duties and depending upon the specificity of the organisation, Management may include other specific duties in the scheme of service of the grade of Management Support Officer, provided they commensurate with the level of operation of the grade.**

Recommendation 6

48. We also recommend that:

- (i) appointment to the grade of Office Management Assistant should be made by selection from among officers in the grades of Executive Officer (Personal) and Management Support Officer reckoning at least four years' service in the Cadre; and
- (ii) organisations may, on a need basis and depending on operational requirements, create the grade of Office Management Assistant on their establishment by proceeding through the normal procedure adopted for creation of a level.

Training for Officers in the General Services

49. The Bureau is reiterating the provision for relevant and work related courses for officers of the general services in order to keep them abreast of latest development in their fields and develop their skills and competencies for improved service delivery.

Course for Clerical Officer**Recommendation 7**

50. We recommend that the MPSAIR, in consultation with Parastatal Organisations and their respective parent Ministry should mount and run appropriate training programmes for incumbents in the grade of Clerical Officer to render them skilled and polyvalent.

Advanced Course for Office Management Assistant**Recommendation 8**

51. We recommend that the MPSAIR, in consultation with the Parastatal Organisations through their parent Ministries should mount the Advanced Course in Effective Office Management and Supervision for incumbents in the grade of Office Management Assistant in PSBs.

52. We further recommend that on successful completion of the Advanced Course in Effective Office Management and Supervision, incumbents in the grade of Office Management Assistant should be granted one increment, subject to the top salary of the grade.

Advanced Course for Higher Executive Officer**Recommendation 9**

53. We recommend that the MPSAIR, in consultation with the Parastatal Organisations through their parent Ministries should mount the Advanced Course in Effective Office Management and Supervision for incumbents in the grade of Higher Executive Officer in Parastatal Organisations.

54. We further recommend that officers in the grade of Higher Executive Officer, in post as at the eve of the publication of this Report, who have successfully

completed the Advanced Course in Effective Office Management and Supervision be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 on a personal basis, provided they should:

- (i) have drawn the top salary for at least 12 months;
- (ii) have been efficient in their performance during the preceding year; and
- (iii) not be under report.

Qualifications Requirement for the grade of Confidential Secretary

55. The mode of appointment for the grade of Confidential Secretary varies across Parastatal Bodies whereas in the Civil Service the post is filled by selection from among Senior Word Processing Operators and Word Processing Operators reckoning at least 15 years of service in a substantive capacity in the grade and possessing a Certificate in Word Processing. Management of some PSBs have highlighted that they are encountering difficulties in recruiting officers in this grade. To alleviate this problem, we consider that there is need to bring certain amendments to the qualifications requirement of the grade of Confidential Secretary in the PSBs. We are recommending accordingly.

Recommendation 10

56. **We recommend that appointment to the grade of Confidential Secretary should be made by selection from among public officers in the grades of Senior Word Processing Operator and Word Processing Operator reckoning at least 10 years' service in a substantive capacity in the Cadre and possessing a Certificate in Word Processing from a recognised institution.**

Advanced Secretarial Course

Recommendation 11

57. **We recommend that the MPSAIR in consultation with the Parastatal Organisations through their parent Ministries should make arrangement for Confidential Secretaries of PSBs to follow the Advanced Secretarial Course.**

58. **We further recommend that on successful completion of the Advanced Secretarial Course, the Confidential Secretaries should be granted one increment, subject to the top salary of the grade.**

Executive Assistant – formerly employed by the Development Works Corporation (DWC)

Recommendation 12

59. **We recommend that Executive Assistants of the former DWC who have reached their top salary be allowed to move in the salary scale of Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 wherever they have been posted/transferred. Management should ensure that such officers are entrusted with responsibilities commensurate to their position.**

Human Resource Officer/Senior Human Resource Officer

60. For the sake of consistency, we are harmonising the qualifications requirement for the grade of Human Resource Officer/Senior Human Resource Officer in the PSBs.

Recommendation 13

61. **We recommend that appointment to the grade of Human Resource Officer/Senior Human Resource Officer in the PSBs should be made by selection from among candidates possessing a Diploma in Human Resource Management or Personnel Management from a recognised institution or an equivalent qualification and reckoning at least three years' experience in Human Resource Management.**
62. Incumbent would be required, *inter alia*, to: advise on human resource matters in accordance with rules and regulations; draft and process schemes of service; act as Member/Secretary of boards and committees relating to human resource matters; attend to Court/Tribunal and other related institutions in respect of cases relating to HR matters and ensure proper follow-up action; assist in the preparation of HR proposals in the context of budgetary exercise and conduct of HRP/assessment exercise; monitor the attendance of officers in line with established guidelines; and supervise and provide proper guidance and coaching to subordinate staff.
63. **We further recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in 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 that they should:**
- (i) **have drawn the top salary for at least 12 months;**
 - (ii) **have been efficient in their performance during the preceding year; and**
 - (iii) **not be under report.**

Rationalisation of the Procurement and Supply Cadre

64. Representations have been received to review the mode of appointment for grades pertaining to the Procurement and Supply Cadre in PSBs following the reinstatement of the grade of Assistant Procurement and Supply Officer in the Civil Service. After a thorough analysis and taking into consideration the specific roles and functions of each PSB, we are harmonising the mode of appointment of the different grades in the cadre.

Recommendation 14

65. **We recommend that:**
- (i) **in future, appointment to the grade of Assistant Procurement and Supply Officer should be made by selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word**

Processing Operator on the establishment of the organisation, possessing a Higher School Certificate and reckoning at least four years' service in a substantive capacity in their respective grade. In the absence of qualified serving officers in the organisation, appointment thereto should be made by selection from among officers in the Public Sector possessing a Cambridge Higher School Certificate and reckoning at least four years' service in a substantive capacity;

- (ii) as from 01 January 2022, the grade of Procurement and Supply Officer should be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Procurement and Supply Officer on the establishment of the organisation reckoning at least four years' service in a substantive capacity in the grade and who possess a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution. In the absence of qualified serving officers in the organisation, appointment to the grade should be made from among candidates possessing Cambridge Higher School Certificate together with a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution and reckoning at least four years' experience in Procurement and Supply; and
- (iii) as from 01 January 2022, the grade of Senior Procurement and Supply Officer should be filled by promotion, on the basis of merit and experience, of officers in the grade of Procurement and Supply Officer possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management from a recognised institution and reckoning at least three years' service in a substantive capacity in the grade.

66. We additionally recommend that, henceforth, organisations requiring specific grades for performing procurement duties should, in the first instance, create the grade of Assistant Procurement and Supply Officer, which is the first level in the Procurement and Supply Cadre.

67. We further recommend that officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer possessing a Diploma in Purchasing and Supply Management or Diploma in Procurement and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they should:

- (i) have drawn the top salary for at least 12 months;
- (ii) have been efficient in their performance during the preceding year; and
- (iii) not be under report.

Rationalisation of qualification requirements for the grades of Assistant Financial Operations Officer *formerly Assistant Financial Officer*, Financial Operations Officer

formerly Financial Officer, Accounts Clerk, Accounts Officer, Accountant and Internal Auditor

68. In Parastatal Bodies, finance and accounting duties at operational level are generally carried out by incumbents in the grades of Assistant Financial Operations Officer *formerly Assistant Financial Officer*, Financial Operations Officer *formerly Financial Officer*, Accounts Clerk and Accounts Officer. A scrutiny of the current mode of appointment to these grades particularly at the level of Finance Officer and Accounts Officer, has revealed that they vary considerably. While in some organisations, these grades are filled from incumbents in the first level, that is, from Assistant Financial Operations Officers *formerly Assistant Financial Officers* or Accounts Clerks reckoning a certain length of experience, in other organisations they are filled from external candidates possessing a diploma in the relevant field. We have also noted that in certain instances a pass in Accounting at principal level at the Cambridge Higher School Certificate has been listed as an equivalence to the diploma qualification, which is technically incorrect.
69. Hence, with a view to rationalising the qualification requirements of these grades and aligning them, to the extent possible, with their corresponding level in the Public Sector, we are bringing the following amendments.

Accounts Clerk**Recommendation 15**

70. **We recommend that appointment to the grade of Accounts Clerk should, henceforth, be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass at "Principal level" in Accounting or ACCA Level 1 or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in finance/accounting/audit duties.**

Accounts Officer**Recommendation 16**

71. **We recommend that:**
- (i) **appointment to the grade of Accounts Officer should, in future, be made from among Accounts Clerks reckoning at least four years' service in a substantive capacity in the grade; and**
 - (ii) **in organisations where the grade of Accounts Clerk does not exist or the profile of officers on establishment does not match the requirement set, the grade of Accounts Officer should be filled from candidates possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in finance/accounting/audit duties.**

Assistant Financial Operations Officer
formerly Assistant Financial Officer

Recommendation 17

72. We recommend that appointment to the grade of Assistant Financial Operations Officer *formerly Assistant Financial Officer* should, henceforth, be made by selection from among incumbents in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator reckoning at least four years' service in a substantive capacity in their respective grade.

Financial Operations Officer
formerly Financial Officer

Recommendation 18

73. We recommend that:
- (i) in future, the grade of Financial Operations Officer *formerly Financial Officer* should be filled from among Assistant Financial Operations Officers *formerly Assistant Financial Officers* reckoning at least four years' service in a substantive capacity in the grade; and
 - (ii) in organisations where the grade of Assistant Financial Operations Officer *formerly Assistant Financial Officer* does not exist or the profile of officers on establishment does not match the requirement set, appointment to the grade of Financial Operations Officer *formerly Financial Officer* should be made from candidates possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in finance/accounting duties.

Recommendation 19

74. We further recommend that organisations which do not have dedicated grades for performing finance/accounting/audit duties and need to create a grade for the performance of such duties should, in the first instance, create the first level only.
75. We also recommend that organisations where the qualification requirement is different from the above recommendations, should make necessary amendments to the schemes of service in line with the above provisions.

Accountant and Internal Auditor

76. In accordance with provisions laid down at Section 51 of the Financial Reporting Act 2004, incumbents in the grades of Accountant and Internal Auditor are required to be registered with the Mauritius Institute of Professional Accountants (MIPA) in order to exercise as professionals. We have, to this effect, scrutinised the schemes of service of these two grades in several Parastatal Bodies and noted that not all of them presently require the incumbents to be registered with the MIPA. We are, consequently,

amending the qualification requirement of these grades to ensure compliance with the said legislation.

Recommendation 20

77. We recommend that, henceforth, appointment to the grades of Accountant, Accountant/Senior Accountant, Internal Auditor and Internal Auditor/Senior Internal Auditor should be made from candidates who possess:

- A. a pass at the final examination required for admission to membership of one of the following bodies:**
- (a) the Institute of Chartered Accountants of England and Wales;**
 - (b) the Institute of Chartered Accountants of Scotland;**
 - (c) the Institute of Chartered Accountants of Ireland;**
 - (d) the Association of Chartered Certified Accountants;**
 - (e) the Institute of Chartered Accountants of India;**
 - (f) the Chartered Institute of Management Accountants; and**
 - (g) the South African Institute of Chartered Accountants**

Or

an equivalent professional accountancy qualification acceptable to the Board of the respective parastatal body; and

- B. and who are registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act 2004.**

Consequential Amendments

Recommendation 21

78. We recommend that, following the abovementioned changes brought to the qualification requirements and/or duties of a grade, Management should initiate prompt action to bring consequential amendments to the relevant schemes of service, where deemed necessary.

Duties of General Worker and Handy Worker

79. During consultative meetings and the filling of Job Description Questionnaires interview exercise, the Bureau has been informed, that in most Parastatal Bodies/Local Authorities, General Workers are called upon to perform certain core duties which normally ought to devolve on other grades, namely Office Attendant, Caretaker, Handy Worker and Tradesman, among others. We view this practice as inappropriate the moreso, a trade test is required to perform a few of these duties devolving upon the other grades, whilst a General Worker is called upon to perform simple duties where no specific skill/competency is warranted.

80. In the same breath, it has been reported that Handy Workers are equally being requested to carry out duties befalling the Gardener/Nursery Attendant, Office Attendant, Receptionist/Telephone Operator, Stores Attendant and Tradesman's Assistant, on a regular basis, owing to lack of staff or unfunded posts. It is worth highlighting that the grade of Handy Worker is meant to be a polyvalent and multifunctional one, whereby incumbents are called upon to perform a series of duties requiring little or no skill/competency.
81. In view of the above, the Bureau considers that it is the responsibility of Management to ensure that the duties being performed by employees in the grades of General Worker and Handy Worker are consistent with those prescribed in their respective scheme of service.

Requirements for Entry Grades in the Legal Field

82. For this review exercise, the Bureau received, among others, several claims from different quarters for an alignment in salary of grades in the legal field obtainable in certain Parastatal Bodies and in the private sector, on account of similar qualification requirements and duties. In this context and with a view to ascertaining the justifications in respect of the representations made, the Bureau carried out a study among the different grades concerned in the Public Sector.
83. Whilst conducting the exercise, we noted that the qualifications' requirements in most cases do not always match with the nature of duties devolving upon incumbents. Moreover, in a few cases, the salary recommended is not commensurate with the level of responsibilities shouldered by the officers, particularly when taking into consideration what prevails in the Civil Service for grades in this domain.
84. As regards the request for alignment with private sector salaries, the Bureau holds the view that same is not justified as the free market and the Public Sector operate along different lines. Moreover, in the Public Sector, the total remuneration package, inclusive of the various allowances and benefits attached to the grade, should be considered for a meaningful comparison, along with the prevalence of certain non-negligible factors, such as, security of tenure of office, pension, level of risk, amongst others.
85. Further to the findings of the study carried out, we consider that there is need to provide a general framework for the setting of the qualification requirements and duties of entry grades in the legal field in Parastatal Bodies for the sake of harmonisation and consistency and for maintaining fairness, equity and relativity *vis-à-vis* comparable positions. In this perspective, we are providing a few general guidelines to facilitate the framing of schemes of service of grades in the legal field. We have classified the latter into three categories as per the following table:

Category	Qualification Requirements	Main Duties
I	Degree in Law or in a legal field or an equivalent qualification acceptable to the Board and relevant years of experience in the legal field.	To perform general legal advisory work; carry out research in the legal field and research work related to court cases; compile legal materials/documents; and conduct preparatory work.
II	Degree and Master's Degree in Law or in a legal field or an equivalent qualification acceptable to the Board and relevant years of post-qualification experience in the legal field OR Barrister-at-Law or Attorney-at-Law with relevant years of standing at the bar or years of practice in Court.	Provide legal advice; consider legal problems constructively and formulate solutions; contribute to the drafting of Papers and Reports; assist in the drafting of legislation; and carry out research in legal field/court cases.
III	Barrister-at-Law whose names have been entered on and not erased from the Roll of Law Practitioners with at least three years' standing at the Bar or Attorney-at-Law whose names have been entered on and not erased from the Roll of Law Practitioners with at least three years' practice in Court work or an equivalent qualification acceptable to the Board.	Represent the organisation in all civil, criminal and appeal cases before Court/Tribunal and other legal bodies; conduct criminal and civil cases; draft legislation; advise on legal matters and legal proceedings; prepare, vet and advise on legal documents; and undertake research and draft legal opinion in complex cases.

Recommendation 22

86. We recommend that Management should:

- (i) henceforth adhere to the guidelines provided in the table above whilst framing schemes of service of entry grades in the legal field;
- (ii) consider the advisability of refraining, as far as possible, from setting qualifications requiring candidates to be a Barrister-at-Law or Attorney-at-Law, when the latter would be called upon to perform duties other than those specified as per Category III in the table above; and
- (iii) any amendment in the scheme of service of the concerned grade should be submitted to the Bureau through established procedures for any bearing on salary grading.

Grading Structure of grades involved in Administrative Duties

87. The Bureau conducted, among others, a study on the different grades involved in the administrative duties in the PSBs. The exercise was triggered by the various representations made by individuals and Unions regarding a harmonisation or upgrading in salary in line with what obtains in other institutions. Whilst carrying out the study, we examined the qualification requirements, duties and salary of the grades concerned in every PSB. We equally took into account the size of the organisation and the relative importance/magnitude of administrative duties in the whole set up.
88. At the very outset, we observed that primarily there is a serious mismatch between the appellations of the grades and their corresponding qualification requirements, duties and level of responsibilities. In a few cases, lower qualifications have been prescribed and set as being equivalent to higher qualifications e.g. a Diploma and some years of experience have been equated to a degree or post-graduate qualification. In some instances, higher qualification requirements have been set whilst the duties devolving upon the incumbents are of a lower nature.
89. In view of the above, we view that there is need for some rationalisation in the structure of the Administrative Cadre in the PSBs. We also hold that certain key considerations should be taken on board by Management when deciding on the specific level that should be created in an organisation to perform administrative duties. In this respect, we are providing a few guidelines which may prove helpful in determining the appropriate level to be created, to be in tune with its responsibilities and duties as well as job title.
90. Prior to determining the level of the grade to be created, the following factors should be taken into account:
- (i) the level of duties and responsibilities that would devolve upon the employee/s, i.e managerial, supervisory or executive/clerical;
 - (ii) the size of the organisation and the relative significance/scope of administrative duties *vis-à-vis* the organisation's core functions;
 - (iii) the need for a flatter structure; and
 - (iv) any provision of the organisation's Act relating to the organisation's structure.
91. Once the appropriate level has been determined, the corresponding qualification requirements should be agreed upon, based on the level of duties and responsibilities to be shouldered. Where:
- (i) incumbent would be required to perform duties of a managerial nature, formulate policies/strategies, among others, and supervise professionals, e.g. in the case of an Administrative Manager or Administrative Secretary, a degree and a post-graduate qualification, along with at least five years' post-qualification experience in the relevant field may be required;
 - (ii) incumbent would be called upon to assist Management in fulfilling administrative duties and formulating policies, e.g. in the case of an

Administrative Officer or Assistant Secretary, a degree and at least two years' experience in the relevant field may be required; and

- (iii) incumbent would perform duties of a sub-professional level and provide direct assistance to his supervisor who is in a professional grade, e.g. in the case of an Administrative Assistant, a diploma in the relevant field may be required.

92. In addition, as a general rule:

- (i) depending on the size and core functions of the organisation, the Administrative Cadre in Parastatal Bodies should not consist of more than three levels; and
- (ii) grades and appellations such as Senior Administrative Manager, Team Leader, Administrative Executive, should be avoided as they do not fit in the existing framework of the Public Sector.

Recommendation 23

93. We recommend that Management should, henceforth, adhere to the abovementioned guidelines, prior to creating grades in the Administrative Cadre.

Performance Criteria

94. As per existing provisions, officers in various grades are allowed to benefit from movement beyond their top salary subject to satisfying the conditions laid down below:

- (i) they should have drawn the top salary for at least 12 months;**
- (ii) they should have been efficient in their performance during the preceding year; and**
- (iii) they should not be under report.**

The conditions are directly linked to performance. Hence, wherever these have to be met under specific recommendations, they should be referred to as "**Performance Criteria**".

Special Professional Retention Allowance

95. The Special Professional Retention Allowance (SPRA) was introduced in the 2008 Report (EOC Report 2009) in order to curb recruitment and retention problems in scarcity areas such as Engineering/Architecture/Quantity Surveying fields. This provision was maintained in consecutive PRB Reports and was extended to other grades requiring applicants thereto to be registered with a Professional Body.

96. In the context of the 2016 PRB Report, findings of a survey carried out by the Bureau revealed that there was no serious recruitment and retention problem in the Engineering/Architecture/Quantity Surveying fields. On the contrary, it was found that the labour market had an over-supply of qualified candidates in these fields. Hence, in the last Report the Bureau decided to waive the provision for the payment of the

SPRA. Nevertheless, the provision for eligible officers in post as at 31 December 2015 was maintained up to 31 December 2016.

97. It was further recommended that those officers who:
- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission should refund the totality of the SPRA paid to them; and
 - (ii) 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 SPRA 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.
98. For this review exercise, it has been reported that officers who have benefitted from SPRA and who fall under categories of paragraphs 97 (i) and (ii) above are still being required to refund the allowance as mentioned therein when they are leaving or retiring from the service. As the provision of SPRA no longer exists and currently there are no major scarcity/retention issues, we are reviewing this provision.

Recommendation 24

99. **We recommend that officers who have benefitted from the Special Professional Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.**
100. **We further recommend that all officers who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.**

Miscellaneous

101. The provisions made under the Chapter 'Workmen's Group-General' in Volume 2 Part I of this Report as per the table below, should also apply to incumbents in the Workmen's Group-General on the establishment of the Parastatal and Other Statutory Bodies and Private Secondary Schools:

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Stations	41.37	7
Making and Serving Tea/Coffee	41.201	40
Washing of Towels/Tablecloth/Curtains	41.203	41
Bulk Photocopy	41.206	42
Cleaning of Lavatories	41.208	43
Surveillant <i>formerly Security Guard</i>	41.210	44

General Terms and Conditions of Service

102. The recommendations made in Volume 1 of this Report should also apply to employees of the PSBs reported upon by the Bureau.



1. AAPRAVASI GHAT TRUST FUND

- 1.1 The Aapravasi Ghat Trust Fund (AGTF) set up in 2001 by the AGTF Act No. 31 of 2001, as subsequently amended in 2006 and 2011, operates as a body corporate under the Ministry of Arts and Cultural Heritage. The Aapravasi Ghat marks one of the biggest waves of immigration to Mauritius and the AGTF works in consonance with the UNESCO Heritage Convention.
- 1.2 Its objectives are, *inter alia*, to establish and promote Aapravasi Ghat as a national, regional and international memorial site; preserve and restore the aesthetic and architectural aspects of the site; set up a museum at the Aapravasi Ghat and create awareness of the history of the site and encourage and support projects and publications related to the Indentured Labour System. It also has to identify and acquire sites, buildings and structures and establish link with history of the arrival of immigrants and promote social and cultural aspects of the Aapravasi Ghat.
- 1.3 The AGTF is headed by a Director, who is responsible for the day-to-day management of the organisation, and is assisted in his functions by officers of the Research and Technical Unit, Interpretation Centre, Administrative and Finance Section and employees in the Workmen's Group.
- 1.4 For this review, the main submissions of both the staff side and Management pertain to, *inter alia*, a review of the salary scale of several grades and the creation as well as the restyling of certain grades. The staff side additionally pointed out that several grades were vacant and claimed that this situation was impeding service delivery at the AGTF.
- 1.5 Both parties were apprised of the Bureau's policy for the creation as well as the restyling of grades. Appropriate explanations were also given for those requests which could not be acceded to. Management was also advised to fill in vacant posts to ensure a smooth functioning of the organisation.
- 1.6 Management clarified the issue raised by the Union and stated that certain positions are still vacant for want of fund. However, it affirmed that needful would be done and maintained that there is need for creation of the grades of Procurement Officer and Office Management Assistant and the restyling of the grades of Accounting Technician and Research Assistant.
- 1.7 The Bureau has analysed the submissions of all stakeholders and considers that, Management should carry **out a Human Resource Planning exercise to identify the need for additional HR resources and initiate appropriate remedial measures to fill in vacant posts at the earliest for effective delivery of services.** Whereas, the creation of the grade of Assistant Procurement and Supply Officer on the establishment of the AGTF is being recommended.

Assistant Procurement and Supply Officer (New Grade)

- 1.8 The Management of the AGTF has requested for the creation of the grade of Procurement and Supply Officer as currently an officer of the General Services is performing all the duties pertaining to procurement, under the supervision of the Manager, Procurement and Supply from the parent Ministry. Moreover, the Internal Control Report has highlighted that there should be an officer of the Procurement and Supply Cadre to assume the responsibilities of the procurement activities. In line with the rationalisation of the Procurement and Supply Cadre across the PSBs, the Bureau is providing for the first level in the Procurement and Supply Cadre.

Recommendation 1

- 1.9 We recommend the creation of a grade of Assistant Procurement and Supply Officer. The mode of appointment should be as recommended in the Introductory Chapter of this Volume.**

- 1.10 Incumbent would be required to, among others, perform procurement and supply; warehouse and stock control operations and maintain updated records of transaction in compliance with the provisions laid down in the Financial Management kit and regulations made under the Procurement Act 2006 and other regulations in force, as appropriate; assist assignments related to procurement and supply, warehouse and stock control operations; and operate e-procurement and inventory management systems.

Human Resource Officer/Senior Human Resource Officer

- 1.11 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Programme Co-ordinator

- 1.12 Presently, incumbents in the grade of Programme Co-ordinator possessing a Diploma in Administration or Management or Human Resource Management or Heritage Studies or History or Museum Studies or an equivalent qualification acceptable to the Board are allowed to proceed incrementally beyond the Qualification Bar (QB) in the salary scale of the grade. **This recommendation is being maintained.**

1. AAPRAVASI GHAT TRUST FUND**SALARY SCHEDULE**

AGTF 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

1. AAPRAVASI GHAT TRUST FUND (Contd)

- AGTF 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850**
 Gateman
 Site Attendant
- AGTF 3 : 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
- AGTF 4 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
 Surveillant
formerly Security Guard
- AGTF 5 : 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**
 Office Attendant/Senior Office Attendant
- AGTF 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
 Driver/Office Attendant
- AGTF 7 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
 Site Conservation Worker
- AGTF 8 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
 Receptionist/Telephone Operator
- AGTF 9 : 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 x 825 – 31525**
 Field Guide
 Ticket/Sales Officer
- AGTF 10 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
 Clerk Assistant

1. AAPRAVASI GHAT TRUST FUND (Contd)

AGTF 11 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerical Officer/Higher Clerical Officer (Personal to incumbents in post as at 31.12.15)

Clerk/Word Processing Operator

AGTF 12 : 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 – 34825

Heritage Guide/Public Outreach Officer

AGTF 13 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

AGTF 14 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Accounts Clerk

Assistant Procurement and Supply Officer (New Grade)

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

AGTF 15 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

AGTF 16 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Financial Operations Officer

formerly Financial Officer

AGTF 17 : 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 QB 43500 x 1300 – 44800

Programme Co-ordinator

AGTF 18 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100

Human Resource Officer/Senior Human Resource Officer

AGTF 19 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

ICT Technician

1. AAPRAVASI GHAT TRUST FUND (Contd)

AGTF 20 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900

Accounting Technician

AGTF 21 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Secretary

Marketing Officer

Research Assistant

AGTF 22 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Documentalist

AGTF 23 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Archaeologist

Heritage Interpretation Manager

Historian

Researcher

World Heritage Site Assistant Manager

AGTF 24 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800

Head, Research and Documentation Unit

World Heritage Site Manager

AGTF 25 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Head, Technical Unit

AGTF 26 : Rs 103875

Director



2. AGRICULTURAL MARKETING BOARD

- 2.1 The Agricultural Marketing Board (AMB), which is the country's wholesaler of controlled products, *par excellence*, operates under the *aegis* of the Attorney-General's Office, Ministry of Agro-Industry and Food Security. Since its inception, the AMB has been ensuring that the country's supply of certain basic food products remains constant and that prices of those products remain affordable.
- 2.2 In addition to the wholesale function, the AMB is also involved in retailing activities across the island through its retail outlets and market stalls. Furthermore, in line with Government's objective to achieve self-sufficiency in the production of onions and potatoes, the AMB manages various seed purchase schemes. In the same vein, it is engaged in boosting the local production of garlic. Besides the control and marketing of the imported basic food products, the AMB is also involved in export activities. Actually, it manages a Freight Rebate Scheme relating to export of local fruits, vegetables and flowers across the globe as well as provides support to the planting community in collaboration with other public and private bodies. It is important to note that in an attempt to enhance the trade of vegetables, fruits and flowers in Mauritius, the AMB is currently working on the setting up of a National Wholesale Market at Wooton, which is expected to change the landscape thereof.
- 2.3 Given the specialised nature of the operations of the AMB, its activities are currently organised under 10 main sections for efficiency and effectiveness purposes. These sections comprise the Operations (Stores); Seeds; Engineering; Trade and Marketing; IT; Internal Audit; Procurement; Accounts; Human Resource and Administration. As provided in its Act, the day-to-day management of the AMB is vested in the office of the General Manager. The latter is assisted by technical staff for the core functions of the organisation while administrative and general services staff at various levels provide support for the other functions.
- 2.4 In our last Report, we provided the AMB with three new levels; restyled certain grades to more appropriate appellations; abolished those grades which, as per Management's averment, were no longer required and reviewed the qualifications requirement of the grade of Forklift Driver with a view to easing recruitment.
- 2.5 For this review, the main proposals of the staff side have been geared towards the creation of several grades; amendment to the qualifications requirement of the grade of Management Support Officer to allow serving officers reckoning more than 20 years of service to be promoted; restyling and upgrading of existing positions; and provision of certain allowances.
- 2.6 Management has, for its part, supported several of the proposals of the Unions. It has also requested that a few dedicated grades be created to reinforce the different sections, in addition to the restyling and upgrading of various grades and payment of On-Call and In-Attendance allowances to officers of the Engineering section.

- 2.7 All these representations were scrupulously examined and lengthily discussed during the consultative meetings. Parties concerned were also informed of proposals which could not be favourably considered together with the justifications thereof. In several cases, we even had to re-examine the proposals in the light of the additional information submitted. Thereafter, sound decisions were taken on the basis of careful consideration.
- 2.8 Hence, for those grades which according to us are not warranted, the requests were not retained. As regards the proposed grades of Assistant Seeds Officer and Assistant Trade and Marketing Officer, relevant explanations as to why they have not been favourably considered were provided. We have also refrained from restyling grades to new appellations which may have grading implications. In so far as the grade of Weighbridge Operator is concerned, after examination of the qualifications requirement and duties/responsibilities devolving upon the grade, we consider that the present job title and the salary grading attached thereto are appropriate.
- 2.9 We have also not retained the request for the inclusion of a first intake note in the qualification requirement of the grade of Management Support Officer as such note is discriminatory towards those not having the proposed length of service but who may be more meritorious in terms of capability to operate at that supervisory level. It is also important to note that the grade of Management Support Officer exists on the establishment of many parastatal bodies and have a standard qualifications requirement, rather identical duties and the same salary scale. As regards the payment of an On-Call allowance to certain grades, on the basis of a scrutiny of the additional information submitted, we consider that the payment of the allowance is not warranted at this juncture.
- 2.10 Based on organisational requirement and with a view to enabling the AMB to effectively deliver its services, we are, in this Report providing the organisation with five new positions; reviewing those job titles which do not reflect the actual level of duties performed; amending the qualifications requirement and enlarging the duties of the grade of Operations Officer so as to render it polyvalent as well as amending the qualifications requirement of the grades of Head Operations Officer and Senior Operations Officer to rectify the incongruity noted in the existing schemes of service. We have also, in the course of this overall review, conducted a job re-evaluation exercise to give due consideration to all requests made for salary upgrading.

ICT Technician (New Grade)

- 2.11 The IT Section is presently manned by an IT Officer and Computer Support Officers. While the IT Officer is responsible for the overall design, implementation and management of the IT and network infrastructure at the AMB, the main tasks of the Computer Support Officers are to perform troubleshooting and preventive maintenance of all IT equipment.
- 2.12 It has been submitted that the activities of the IT Section have considerably increased. Furthermore, major complex projects are being implemented such as the Weighbridge Management System, Point of Sale System, implementation of cloud

services, among others. In view of the increase in volume and complexity of the IT projects, the need is now felt for a dedicated grade at an appropriate level to assist the IT Officer in the discharge of his/her duties in addition to performing troubleshooting duties. Based on the strength of the justifications submitted, we are agreeable for the creation of a grade of ICT Technician on the establishment of the AMB. Furthermore, given that the grade of Computer Support Officer would no longer be required following the creation of the new level, we are, therefore, making the latter grade evanescent.

Recommendation 1

2.13 We recommend:

- (i) **that the grade of Computer Support Officer be made evanescent. We have provided personal salaries for incumbents; and**
- (ii) **the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among Computer Support Officers in post as at the eve of the publication of the 2021 PRB Report, possessing a Diploma in Information Technology or Computer Science or an equivalent qualification from a recognised institution acceptable to the Board. On complete phasing out of the grade, selection should be made from among candidates possessing the above qualifications.**

2.14 Incumbent in the grade of ICT Technician would, *inter-alia*, be required to assist the IT Officer in the performance of his duties; install, configure and upgrade users' operating systems and software, using standard business and administrative packages; act as a technical resource person in assisting users to resolve problems with equipment and data management; install and configure software applications on workstations; troubleshoot problems with computer systems and make repairs and corrections accordingly; and perform network related tasks.

Internal Control Officer (New Grade)

2.15 Officers in the grades of Internal Auditor/Senior Internal Auditor *formerly Internal Auditor*, Accounts Clerk and Clerical Officer/Higher Clerical Officer presently staff the Internal Audit Section. Management has reported that both the Audit and Corporate Governance Committee and the National Audit Office have, on various occasions, highlighted weaknesses in the internal control system at the AMB. These weaknesses refer to the inadequate technical knowledge and experience of staff members. Subsequent to the observations made, creation of a dedicated level of Internal Control Officer to assist the Internal Auditor/Senior Internal Auditor *formerly Internal Auditor* in his tasks is being proposed. We consider that this measure will enable the AMB abide by the recommendations of the above named authorities. Hence, we subscribe to the proposal made.

Recommendation 2

2.16 We recommend the creation of a grade of Internal Control Officer. Appointment thereto should be made by selection from among serving officers holding a

substantive post at the AMB and who have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (new syllabus) or an equivalent qualification acceptable to the Board.

- 2.17 The Internal Control Officer would be required, *inter-alia*, to: assist and carry out internal audit; draft queries, memorandum or inspection reports under the supervision of the Head of Section; assist in ensuring that recommendations made on audit findings are implemented; assist in examining annual statements and perform check and verification; and assist in the preparation of submission papers for the Audit Committee and attend same as and when required.

Packing Machine Operator (New Grade)

- 2.18 Since 2017, the AMB has acquired a packing machine which enables the organisation to supply packed produce in all its retail outlets at a minimum possible cost. Presently, incumbents in the grade of General Worker, Handyworker (Special Class) and Operations Worker are, in addition to their normal duties, called upon to handle and operate the packing machine against payment of a monthly allowance.
- 2.19 Taking into consideration the complexities involved in handling the packing machine, the staff side has requested for the creation of a grade onto which the specific duties would be conferred. This proposal has been backed by Management. According to them, this will develop a sort of specialisation which will lead to greater efficiency, thus enhancing delivery of service. Upon examination, we subscribe to the views of both parties. Therefore, on the basis of functional need, we are providing for the grade of Packing Machine Operator.

Recommendation 3

- 2.20 **We recommend the creation of a grade of Packing Machine Operator. Appointment thereto should be made by selection from among serving employees possessing a Certificate of Primary Education or Primary School Achievement Certificate and reckoning at least five years' service at the AMB.**
- 2.21 Incumbent in the grade would be required, among others, to operate the packing machine as per instructions; monitor the smooth running of the machine; carry out basic maintenance, including minor troubleshooting, for the proper operations of the machine; and maintain the machine in a clean state at all times.

Driver (Heavy Vehicle) (New Grade)

- 2.22 The AMB also sells its products through various retail outlets and market fairs over the island. These products are transported to the various outlets using the existing lorries which have a load capacity of 2.6 tons each. As it is neither practical nor cost effective, Management has resorted to the purchase of lorries of higher capacity (8 tons) which will also enhance efficiency in terms of timeliness. In this perspective, a proposal has been made for the creation of a grade of Driver (Heavy Vehicle). We have thoroughly

examined the request and consider that there are reasonable grounds for the creation of the grade. We are, hence, recommending accordingly.

Recommendation 4

2.23 We recommend the creation of a grade of Driver (Heavy Vehicle). Appointment thereto should be made by selection from among Driver/Messengers of the AMB, possessing a valid driving licence to drive cars, vans and lorries up to 8 tons. In the absence of qualified candidates internally, the grade should be filled from among external candidates possessing the required qualification.

2.24 Incumbent in the grade would be required, among others, to: drive lorries up to eight tons; drive cars and vans as and when required; perform routine checks/maintenance tasks related to the vehicles and report any defect to the Head of Section; record movements in appropriate logbooks; perform despatch works; collect letters, stationeries and store items from shops or warehouses; supervise loading and unloading of goods; and ensure the accurate delivery of products in terms of weight.

Handy Worker (Multi-Skilled) (New Grade)

2.25 The staff side has requested that the grade of Handy Worker (Skilled) be restyled into Multi Skilled Handy Worker owing to the fact that incumbents are required to perform multi-tasking. Management, on its part, has advocated for the creation of a grade of Handy Worker (Multi-Skilled) which would be filled from the existing Handy Workers (Skilled) so as to gainfully utilise the available resources and at the same time create a career path for these officers. In the absence of qualified serving employees, recruitment would be made from outside candidates.

2.26 In view of the technical impediment that it presents, the proposal could not be endorsed. Nevertheless, we are hereunder making an appropriate recommendation to cater for the functional needs. To this end, we are providing for the grade of Handy Worker (Multi-Skilled).

Recommendation 5

2.27 We recommend the creation of a grade of Handy Worker (Multi-Skilled). Appointment thereto should be made by selection from among candidates possessing the National Trade Certificate (Level 3) or the National Certificate (Level 3) awarded jointly by the Mauritius Examination Syndicate and the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the Board in any one of the following trades: Electrical, Plumbing and Pipe Fitting, Painting, Masonry work, Carpentry, Mechanical, Welding and reckoning at least two years' relevant experience in any two other trades mentioned above.

2.28 Incumbent would be required, *inter alia*, to: lead the team of Handy Workers in carrying out electrical, mechanical, plumbing and pipe fitting, carpentry, cabinet making, masonry, painting and welding works at the AMB; undertake general repairs and maintenance works for wooden, metal and concrete structures; assemble and

disassemble office furniture and other equipment as and when required; provide general assistance on sites of work; and keep clean and in good working condition all tools and equipment of the trades and ensure that same are judiciously used.

Internal Auditor/Senior Internal Auditor
formerly Internal Auditor (Qualified)

2.29 Representations were made for the restyling of the grade of Internal Auditor (Qualified) and also for an upward revision of its salary grading. Recently written Job Descriptions have established that there is increased level of duties and responsibilities devolving on the grade. From our perspective, this issue may be addressed by an upward salary revision, particularly, as this practice fits in the set of principles we normally adopt in such cases. Furthermore, it would also be in alignment with what is obtainable in other parastatal organisations of such magnitude. Appropriate measures are, therefore, being taken in that context.

Recommendation 6

2.30 We recommend that the grade of Internal Auditor (Qualified) be restyled Internal Auditor/Senior Internal Auditor. The recommended salary scale reflects the new level of duties and responsibilities.

Electrical Engineer/Senior Electrical Engineer
formerly Electrical Engineer

2.31 The AMB has also laid emphasis on the need to restyle the grade of Electrical Engineer into that of Engineer/Senior Engineer (Electrical) with a longer salary scale as a means to attract and retain future incumbents. Arguments put forward in support to their proposal are that registered Engineers in the electrical field are relatively scarce on the market and the candidates who were previously selected for the post have left the AMB to join other organisations where longer salary scales have been provided for similar positions.

2.32 Taking into consideration the duties and responsibilities allocated to the grade as well as what obtains for similar positions elsewhere, we are, in this Report, making an appropriate recommendation having dual purpose, that is, setting a parity with comparable grades while enabling the AMB to resolve its retention problem.

Recommendation 7

2.33 We recommend that the grade of Electrical Engineer be restyled Electrical Engineer/Senior Electrical Engineer. This element has been reflected in the recommended salary scale of the grade.

Technical Operator (Shift)
formerly Technical Operator

2.34 The proposal of AMB concerning the restyling of the grade of Technical Operator to Technical Operator/Senior Technical Operator hinges on the fact that incumbents in the grade have limited career prospects. On the other hand, observation from job

analysis has shown that the functions cannot be regrouped into two distinct levels. In fact, these are plain and straightforward duties which do not increase in intensity. Hence, the provision of a merged level is well beyond what the situation reasonably warrants. Nevertheless, we note with concern that these incumbents work round the clock and are, consequently, required to be compensated accordingly. At the same time, the appellation is being reviewed to reflect the shift element.

Recommendation 8

2.35 We recommend that the grade of Technical Operator be restyled Technical Operator (Shift). We have also made provision for a shift pay to the grade.

Operations Officer

2.36 As per Management's own averment, incumbents in the grade of Operations Officer are either posted to the Stores Section; the Trade and Marketing Section or the Seeds Section. Given that the set of duties performed by the officers in the three Units differs significantly, Management has proposed that the Operations Officer be posted only to the Stores Section and that two distinct grades, namely Assistant Trade and Marketing Officer and Assistant Seeds Officer be created to service the Trade and Marketing and Seeds Sections respectively.

2.37 Upon scrutiny of the proposed schemes of service of the new grades, it has been noted that there is considerable overlapping of duties between the new levels proposed and that of the grade of Operations Officer. Besides, the qualifications proposed for the new levels are not in consonance with the duties to be performed.

2.38 A study of recent job descriptions in the actual organisational set up has shown that the present arrangement is not causing any hindrance to the smooth delivery of services. Hence, the creation of the proposed grades is not warranted, the more so, that these would be dead end posts, implying that incumbents would not have any promotional prospect. To circumvent any operational difficulty that the AMB may encounter, we consider that the scheme of service of the grade of Operations Officer should be reviewed by enlarging its set of prescribed duties.

2.39 Moreover, we also consider that officers appointed to the grade of Operations Officer need to possess adequate experience to be able to deliver in accordance with preset objectives. We are, thus, making an appropriate recommendation in that direction.

Recommendation 9

2.40 We recommend that:

- (i) the scheme of service of the grade of Operations Officer be amended so as to include three distinct sets of duties, that is, for postings in the Stores; Trade and Marketing; and Seeds Units respectively; and**
- (ii) in future, recruitment to the grade should be made by selection from among serving officers possessing a Cambridge Higher School Certificate and reckoning at least four years' service in a substantive capacity in their**

respective grade. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing a Cambridge Higher School Certificate and reckoning at least four years' experience in the field of trade or marketing or any relevant experience related to the field of trade or marketing.

Head Operations Officer

Senior Operations Officer

- 2.41 The Operations Officer Cadre is made up of a three-level structure comprising the grades of Operations Officer, Senior Operations Officer and Head Operations Officer. An examination of the schemes of service of the grades in this particular cadre as submitted by the AMB, has shown that the qualification set for the apex grade, Head Operations Officer, is anomalous. The grade is currently filled by both open and limited competition. While for open competition, candidates need to possess a degree, under limited competition, officers in the grade of Operations Officer require 10 years' service in a substantive capacity in the grade to qualify for the post.
- 2.42 Further, the Bureau has observed that it takes an Operations Officer a minimum of 15 years to be appointed as Senior Operations Officer (second level), while the same person may aspire to become Head Operations Officer (third level) only after 10 years' service in the grade. Moreover, while officers in the first level are eligible for the post of Head Operations Officer, no such provision has been made for the second level. We are, therefore, rectifying these incongruities by amending the qualifications requirement of the grade of Head Operations Officer.
- 2.43 We are also bringing necessary amendment to the qualifications requirement of the grade of Senior Operations Officer as we consider the length of experience required for Operations Officer to qualify for same, to be excessive.

Recommendation 10

2.44 We recommend that:

- (i) the grade of Head Operations Officer should, henceforth, be filled by selection from among Senior Operations Officers possessing a Degree in Agriculture or Commerce or Economics or Management and reckoning at least five years' service in a substantive capacity in the grade or from among candidates possessing a Degree in Agriculture or Commerce or Economics or Management and reckoning at least five years' post qualification experience in a commercial or food distribution or processing environment; and**
- (ii) the scheme of service of the grade of Senior Operations Officer be amended so that, henceforth, appointment to the grade be made by promotion, on the basis of experience and merit, of officers in the grade of Operations Officer reckoning at least eight years' service in a substantive capacity in the grade.**

Human Resource Officer/Senior Human Resource Officer

2.45 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

2. AGRICULTURAL MARKETING BOARD

SALARY SCHEDULE

AMB 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

AMB 2 : Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025

Assistant Handy Worker (Skilled) (Personal)

Handy Worker (Special Class) (Personal)

AMB 3 : 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

Office and Weighbridge Attendant

Operations Worker

Packing Machine Operator (New Grade)

AMB 4 : Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000

Gatekeeper (Personal to employee in post as at 31.12.15)

AMB 5 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Messenger

AMB 6 : 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

Handy Worker (Skilled)

Handy Worker (Multi-Skilled) (New Grade)

AMB 7 : 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 - 29050

Forklift Driver

2. AGRICULTURAL MARKETING BOARD (Contd)

**AMB 8 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**AMB 9 : 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**

Driver (Heavy Vehicle) (New Grade)

**AMB 10 : 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 x 825 - 31525**

Weighbridge Operator

**AMB 11 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator

**AMB 12 : 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**

Computer Support Officer (Personal)

**AMB 13 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk
Assistant Procurement and Supply Officer
Cashier
Head, Registry

**AMB 14 : 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 x 950 -
39350**

Technical Operator (Shift)
formerly Technical Operator

**AMB 15 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Internal Control Officer (New Grade)
Operations Officer

2. AGRICULTURAL MARKETING BOARD (Contd)

AMB 16 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

AMB 17 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Head Technical Operator

AMB 18 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Procurement and Supply Officer

AMB 19 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer

AMB 20 : Rs 20825 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

Senior Operations Officer

AMB 21 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

ICT Technician (New Grade)

AMB 22 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Safety and Health Officer/Senior Safety and Health Officer

AMB 23 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Accounting Technician

AMB 24 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Human Resource Management Officer

2. AGRICULTURAL MARKETING BOARD (Contd)

AMB 25 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

IT Officer

AMB 26 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor (Qualified)

AMB 27 : 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

Electrical Engineer/Senior Electrical Engineer
formerly Electrical Engineer

AMB 28 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800

Administrative Secretary
Head Operations Officer
Seeds Officer
Trade and Marketing Officer

AMB 29 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800

Technical Manager (Engineering)

AMB 30 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 100750

Assistant General Manager

AMB 31 : Rs 119500

General Manager



3. BEACH AUTHORITY

- 3.1 The Beach Authority (BA) was set up as a corporate body under the Beach Authority Act 2002. It operates under the *aegis* of the Deputy Prime Minister's Office, Ministry of Housing, Land Use Planning and Tourism.
- 3.2 It envisions to ensure an integrated approach in the proper control and management of public beaches both in Mauritius and Rodrigues in providing the infrastructure and facilities for the benefit of the general public as well as tourists.
- 3.3 The functions of the Authority are, *inter alia*, to implement projects for public beaches pertaining to the conservation and protection of the environment, upliftment and landscaping works; infrastructural development including provision of amenities for public use; and the enhancement of quality of sea water. It also issues traders' licence for activities on the public beaches and ensure the security and safety of the public.
- 3.4 A General Manager is at the apex of the organisation. He is responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Authority. The staffing complement consists of officers from the Administrative Unit and Project Management/Technical Unit.
- 3.5 Representations from Union were mainly for the creation of some grades and the grant of several allowances whereas Management has requested for the creation, abolition and merging of a few grades. All the proposals have carefully been examined by the Bureau. With a view to enabling the Authority to deliver on its mandate, we are making appropriate recommendations.

Administrative Officer (New Grade)

- 3.6 The Administration Department at the BA is currently led by an Administrative Manager. Representations have been made that the latter has to oversee all the departments comprising the Registry, Finance, Procurement and Supply, Licensing, Human Resources, Complaints, General Administration, IT and Transport and Logistics of the Authority.
- 3.7 Request has been made for an additional level to assist the Administrative Manager as well as to provide appropriate administrative support to the Authority. We are agreeable to the request and are making the appropriate recommendation.

Recommendation 1

- 3.8 **We recommend the creation of a grade of Administrative Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Management and/or Administration or in any relevant field from a recognised institution and reckoning at least three years' proven experience in the fields of administration and management.**
- 3.9 Incumbent would be required, *inter alia*, to give general assistance and support to the Administrative Manager in the day-to-day administration of the Authority; act as

Secretary to Board meetings and any other Committee as and when required; be responsible for all matters pertaining to tender, quotations and procurements; be responsible for office accommodation, repairs and maintenance of all office and its sub-offices' requisites and furniture; assist in the formulation and implementation of Board's policies; assist in the preparation of various reports and magazines relating to the Authority; and to prepare programmes aiming at enhancing organisational efficiency and effectiveness and participate actively in their implementation.

Documentation Unit

3.10 The BA is setting up a Documentation Unit to collect all books, magazines, brochures and all information pertaining to the Organisation in a systematic manner. In that regard, Management has requested for a trained personnel who would help in the setting up and head the new Unit. After examining the proposal along with its justifications, the Bureau considers that the operations of the Documentation Unit would not warrant a dedicated grade. Consequently, for the sake of ensuring the smooth running of the Unit, the Bureau views that same should be manned by officers belonging to the General Services and is recommending accordingly.

Recommendation 2

3.11 We recommend that the Beach Authority considers the advisability of staffing the Documentation Unit with officers of the General Services.

Human Resource Officer/Senior Human Resource Officer

3.12 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

3. BEACH AUTHORITY

SALARY SCHEDULE

BA 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

BA 2 : 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

Office Attendant

BA 3 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver

3. BEACH AUTHORITY (Contd)

- BA 4 : 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**
Field Supervisor
- BA 5 : 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**
Handy Worker (Skilled)
- BA 6 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephonist
- BA 7 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator
- BA 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 31.12.15)
Clerk/Word Processing Operator
- BA 9 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- BA 10 : 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
Executive Officer (Personal to officers in post as at 31.12.15)
- BA 11 : 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 – 40300**
Technical Design Officer
- BA 12 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Beach Works Inspector

3. BEACH AUTHORITY (Contd)

- BA 13** : **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**
Beach Enforcement Officer
- BA 14** : **Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- BA 15** : **Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer
- BA 16** : **Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer
- BA 17** : **Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
ICT Technician
formerly IT Support Officer
Technical Officer (Civil)
- BA 18** : **Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Beach Works Inspector
- BA 19** : **Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Beach Enforcement Officer
- BA 20** : **Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Accounting Technician
- BA 21** : **Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer (New Grade)

3. BEACH AUTHORITY (Contd)

- BA 22 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Internal Auditor
- BA 23 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Project Officer
- BA 24 : Rs 31525 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 Manager
- BA 25 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800**
Technical Manager
- BA 26 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Deputy General Manager
- BA 27 : Rs 110125**
General Manager



4. BHOJPURI SPEAKING UNION

- 4.1 The Bhojpuri Speaking Union operates under the *aegis* of the Ministry of Arts and Cultural Heritage as a body corporate. It is mandated, among others, to promote the Bhojpuri language in its spoken and written forms; and engage in any educational, academic, cultural and artistic work to further that objective.
- 4.2 The Union is administered by an Executive Council with a President at its head. In the absence of administrative staff, the President oversees the administrative functions and is assisted by incumbents in the grades of Research Assistant, Clerical Officer, Word Processing Operator and Office Attendant.
- 4.3 During the meeting with Management, several representations were made, including the creation of the grades of Administrative Secretary and Audio Visual Technician. Management was apprised of issues that do not fall under the purview of the Bureau. As to the creation of the grades of Administrative Secretary and Audio Visual Technician, the request could not be acceded to for want of information. However, these grades may be created on an *ad hoc* basis upon submission of adequate information provided established procedures are followed.
- 4.4 In light of the above, we are maintaining the present structure of the organisation and revising the salaries of existing grades.

4. BHOJPURI SPEAKING UNION

SALARY SCHEDULE

BSU 1	:	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
		Office Attendant
BSU 2	:	Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000
		Word Processing Operator
BSU 3	:	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
		Clerical Officer
BSU 4	:	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700
		Research Assistant



5. BUS INDUSTRY EMPLOYEES WELFARE FUND

- 5.1 Set up under the Bus Industry Employees Welfare Fund Act No. 36 of 2002, the Bus Industry Employees Welfare Fund (BIEWF) operates under the *aegis* of the Ministry of Land Transport and Light Rail, and Foreign Affairs, Regional Integration and International Trade. Its mandate is to promote the social and economic welfare of the employees of the bus industry and their families, amongst others.
- 5.2 The BIEWF endeavours to be a customer-focused organisation that communicates with members; understands their needs; and anticipates their future needs in accordance with its objectives.
- 5.3 As head of the BIEWF, the Administrative Manager is responsible to the Board for the day-to-day activities of the Fund and is assisted in his functions by officers of the Welfare Cadre and incumbents of the General Services and in other support grades.
- 5.4 Due to an expansion in its activities, the organisation considered it imperative to create certain grades which would enable it to meet its objectives. To this end, the grades of Handy Worker/Driver, Programme Welfare Assistant and Communication and Public Relations Officer were created on its establishment on an *ad hoc* basis.
- 5.5 As the BIEWF is structurally well equipped to deliver on its mandate, the current organisation structure is, therefore, being retained.

5. BUS INDUSTRY EMPLOYEES WELFARE FUND

SALARY SCHEDULE

BIEWF 1	: Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 20825
	Handy Worker
BIEWF 2	: 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
	Office Attendant
BIEWF 3	: 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
	Handy Worker/Driver
BIEWF 4	: 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
	Receptionist/Word Processing Operator

5. BUS INDUSTRY EMPLOYEES WELFARE FUND (Contd)

BIEWF 5 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator

BIEWF 6 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

BIEWF 7 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Accounts Clerk

BIEWF 8 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Programme Welfare Assistant

BIEWF 9 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Communication and Public Relations Officer

BIEWF 10 : 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

BIEWF 11 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900

Accounting Technician

BIEWF 12 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 - 62700

Programme Welfare Officer

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

Administrative Manager



6. CENTRAL WATER AUTHORITY

- 6.1 The Central Water Authority (CWA) operates under the *aegis* of the Ministry of Energy and Public Utilities and is mainly responsible for the treatment and distribution of water for domestic, commercial and industrial usage which overall amounts to 99.7% of water supply coverage.
- 6.2 Besides its commitment to strive to provide a 24-hour water supply service to the population of Mauritius, the objectives of the CWA are, among others, to guarantee the quality of drinking water; excel in service delivery so as to meet the increasing demand; reduce and maintain non-revenue water to an economically acceptable level by improving its network; and operate its services in a cost effective manner and consolidate its financial viability. Since water is an essential element in our daily life, Mauritius has to be water secure particularly in the face of the daunting challenges such as climate change and population growth. Hence, balancing the equation between water availability and increasing demand/coupled with the growing expectation of public in terms of quality of service, is becoming more enigmatic for the CWA.
- 6.3 The day-to-day administration of the organisation and the implementation of the Board's decisions rest upon the General Manager who is assisted by two Deputy General Managers. The Administration and Technical Divisions which are staffed with officers from professional and supporting grades, fall under the responsibility of the Deputy General Manager.
- 6.4 In the previous Report, the Bureau strengthened the organisation structure of the Authority by creating a few grades, restyling grades to a better job appellation and providing for certain allowances to ensure a smooth running of the organisation.
- 6.5 Staff associations have requested for a reinforcement of the structure at operational level along with payment of a few allowances. The Management side on the other hand has mainly submitted for further strengthening of the existing structure by creating several grades in professional and technical cadres. All issues were thoroughly discussed and parties were apprised of the Bureau's stand. Pertinent issues raised by staff associations relating to implementation were discussed with Management for necessary action at their end. As far as possible, both Unions and Management were informed of issues that could not be retained for inclusion in this Report. Certain other issues were studied and an informed decision in the matter was taken afterwards.
- 6.6 The Bureau has duly examined the proposals and considers that the prevailing structure is adequate to enable the CWA to achieve its mission and it is, therefore, being maintained. Should the need for other grades be felt in view of forthcoming development at the CWA as announced by Management, request for same may be entertained provided that established procedures are followed.

Transport Superintendent

- 6.7 For this Report, Management proposed for the restyling of the grade of Transport Superintendent. The request was examined by the Bureau. Based on the fact that the appellation of the grade is in line with what obtains in the Civil Service, the Bureau considers that the restyling cannot be envisaged.
- 6.8 However, the grade has been re-assessed vis-à-vis comparable grades. **On this basis, we are, therefore, reviewing the salary of the grade of Transport Superintendent.**

Quality Assurance

- 6.9 In the context of the 2016 PRB Report, the request for the creation of the grade of Quality Assurance Manager was not justified and the issue was addressed by providing for a designated position. Officers in the grade of Technical Officer/Senior Technical Officer are designated to perform the duties related to quality assurance and they are granted a monthly allowance of Rs 1550. Since this arrangement is still valid, we are maintaining the provision while revising the quantum of the allowance.

Recommendation 1

- 6.10 We recommend that Technical Officer/Senior Technical Officers who are designated on a rotational basis to perform the duties related to quality assurance should be granted a monthly allowance of Rs 1630.**

Special Professional Retention Allowance (SPRA)

- 6.11 Provision was previously made for officers of the Engineering Cadre of the CWA to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Allowance to officers of the Engineering Cadre at the Operation Division

- 6.12 In order to retain, motivate and compensate officers of the Engineering Cadre at the Operation Division of the CWA for carrying out the core activity of treatment and distribution of potable water throughout Mauritius, a special monthly allowance is granted to incumbents who are regularly called upon to perform these duties after normal working hours. As this provision is appropriate, we consider that it should continue to prevail.

Recommendation 2

- 6.13 We recommend that officers of the Engineering Cadre at the Operation Division of the CWA who are regularly called upon to perform duties after normal working hours should be paid a special monthly allowance equivalent to two increments at the point reached in the Master Salary Scale.**

Specific Provision for the grade of Chief Fraud Detection Officer**Recommendation 3**

- 6.14 We recommend that officers in the grade of Chief Fraud Detection Officer possessing a Degree in Law/Legal Studies and Management/Accounting/Finance with Law/Accounting with Finance/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.**

Night Duty Allowance

- 6.15 Officers who effectively work on night shift are normally paid a Night Duty Allowance. In the last Report, this allowance was extended to officers of the CWA who effectively work on night shift. We are upholding this recommendation.

Recommendation 4

- 6.16 We recommend that a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period should continue to be paid to officers on the establishment of the CWA who effectively work on night shift.**

Grades on Roster

- 6.17 In the previous Report, in view of providing a quality service to customers on a 24/7 basis, several grades in the Operations Division have been placed on roster. Since many officers have not joined this new pattern of work and are still in their former grades, they are being given further option to join the grades on roster basis. We are making appropriate recommendation to that end.

Recommendation 5

- 6.18 We recommend that incumbents in the grades of Assistant Inspector, Inspector, Operative and General Worker who have not yet opted to join the roster basis should be given the option to join the grades of Assistant Inspector (Roster – day and night), Inspector (Roster – day and night), Operative (Roster – day and night) and General Worker (Roster – day and night) and, on joining the respective grade, be granted two additional increments at the point reached in their respective salary scale, subject to the top salary of the grades.**

Special Allowance

- 6.19 After a fresh job evaluation carried out in respect of officers who are granted the Special Allowance for being regularly exposed to foul odour and raw sewage, the Bureau is of the view that the extent of exposure thereto is not critical. Hence, we are reviewing the payment of the Special Allowance as recommended in the ensuing paragraphs.

Recommendation 6

6.20 We recommend that officers in the following grades should continue to be paid a special monthly allowance equivalent to two increments at the salary point reached in their respective salary scale up to 31 December 2021, for being regularly exposed to foul odour and raw sewage:

**Senior Scientific Officer (Biochemistry)
 Scientific Officer (Biochemistry)
 Technical Officer/Senior Technical Officer (Laboratory)
 Laboratory Attendant**

6.21 We further recommend that as from 01 January 2022 and until the publication of the next Report, the allowance payable to these officers should be at the rate of one increment at the salary point reached in their respective salary scale.

**6. CENTRAL WATER AUTHORITY
 SALARY SCHEDULE**

CWA 1	:	Rs 16005 x 260 – 16525 Trainee Meter Reader
CWA 2	:	Rs 17045 x 260 – 17565 Trainee Technical Design Officer
CWA 3	:	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 (Personal)
CWA 4	:	Rs 10600 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 – 21475 x 375 – 21850 General Worker (Roster – day and night)
CWA 5	:	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
CWA 6	:	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

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 7 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Surveillant
formerly Security Guard
- CWA 8 : 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**
Office Attendant
- CWA 9 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525**
Reservoir/Pumping Station Attendant (Shift)
- CWA 10 : 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**
Survey Field Worker/Senior Survey Field Worker
- CWA 11 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver
- CWA 12 : 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**
Tradesman (Blacksmith, Mechanic, Mason, Plumber and Pipe Fitter, Carpenter, Electrician, Painter, Water Meter Repairer)
- CWA 13 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Senior/Head Office Attendant
- CWA 14 : 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 – 29050**
Treatment Plant Operator (Shift) (Personal)
- CWA 15 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephone Operator

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 16 : 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**
Heavy Vehicle Driver
- CWA 17 : Rs 26050 x 675 - 27400 x 825 - 28225**
Trainee Engineer
- CWA 18 : 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 – 31525**
Laboratory Attendant
- CWA 19 : 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 – 31525**
Heavy Vehicle Driver (Roster – Day and Night)
- CWA 20 : Rs 20175 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525**
Operative (Personal)
- CWA 21 : Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175**
Head Survey Field Worker
- CWA 22 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175**
Operative (Roster – day and night)
- CWA 23 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator
- CWA 24 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
- CWA 25 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Chief Tradesman (Personal)
Senior Operative

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 26 : 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**
Cashier
- CWA 27 : 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**
Surveying Assistant
- CWA 28 : Rs 20500 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650**
Senior Laboratory Attendant
- CWA 29 : 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 – 35650 x 900 – 36550**
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic) (Shift)
Technical Assistant (Mechanical) (Shift)
- CWA 30 : 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**
Assistant Inspector (Personal)
Meter Reader
- CWA 31 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- CWA 32 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Assistant Fraud Detection Officer
Assistant Procurement and Supply Officer
Purchasing and Supply Officer (Personal)
- CWA 33 : Rs 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**
Assistant Inspector (Roster – day and night)

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 34 : Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350**
Office Supervisor
- CWA 35 : 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 – 40300**
Technical Design Officer
- CWA 36 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Inspector
Senior Meter Reader
- CWA 37 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Senior Technical Assistant (Electrical) (Shift)
formerly Senior Technical Assistant (Electrical)
Senior Technical Assistant (Mechanical) (Shift)
formerly Senior Technical Assistant (Mechanical)
- CWA 38 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Internal Control Officer
- CWA 39 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- CWA 40 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Fraud Detection Officer
Human Resource Officer
Inspector (Roster – day and night)
Internal Control Officer (Personal)
Procurement and Supply Officer
Senior Cashier
- CWA 41 : 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

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 42 : Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800**
Meter Reading Supervisor
- CWA 43 : 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**
Administrative Assistant
Computer Programmer
ICT Technician
formerly IT Technician
- CWA 44 : 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 – 47675**
Transport Superintendent
- CWA 45 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Inspector
- CWA 46 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Accounts Officer
Senior Human Resource Officer
Senior Internal Control Officer
Superintendent, Anti Fraud Unit
- CWA 47 : Rs 21850 x 375 – 22225 x x400 – 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
- CWA 48 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Senior Technical Design Officer (Cartography Survey)
- CWA 49 : 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 – 54200**
Technical Officer/Senior Technical Officer
Technical Officer/Senior Technical Officer (Laboratory)

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 50 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Treatment Plant Superintendent
- CWA 51 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Chief Works Officer
- CWA 52 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900**
Senior Technical Design Officer (Cartography Survey) (Personal)
- CWA 53 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Communication/Public Relations Officer
Economist/Analyst
Surveyor
- CWA 54 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
IT Analyst
- CWA 55 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Human Resource Management Officer
- CWA 56 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Scientific Officer (Biochemistry)
- CWA 57 : Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Chief Technical Design Officer
- CWA 58 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Chief Fraud Detection Officer
- CWA 59 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Accountant/Senior Accountant
Administrative Manager

6. CENTRAL WATER AUTHORITY (Contd)

- CWA 60 : 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**
Executive Engineer/Senior Executive Engineer
Executive Engineer/Senior Executive Engineer (Electrical)
Mechanical Engineer/Senior Mechanical Engineer
- CWA 61 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Chief Internal Auditor
Deputy Manager, Commercial Services
Senior IT Analyst
Senior Scientific Officer (Biochemistry)
Senior Surveyor
- CWA 62 : Rs 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Human Resource Manager
Manager (Procurement and Supply)
- CWA 63 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
IT Manager
Manager, Commercial Services
- CWA 64 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250**
Principal Engineer
Principal Engineer (Mechanical and Electrical)
- CWA 65 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375**
Chief Financial Officer
- CWA 66 : Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Chief Engineer
- CWA 67 : Rs 94500 x 3125 – 103875**
Deputy General Manager (Administration)
Deputy General Manager (Technical)

6. CENTRAL WATER AUTHORITY (Contd)

CWA 68 : Rs 119500

General Manager



7. CHAGOSSIAN WELFARE FUND

- 7.1 Set up under the Chagossian Welfare Fund Act No 21 of 1999, the main objectives of the Chagossian Welfare Fund (CWF), are, among others, to: advance and promote the welfare of the members of the Chagossian community and their descendants as well as develop programmes and projects for their integration in Mauritius; and manage two Chagossian Community Centres. The Fund provides a plethora of educational, cultural, recreational and social activities to the Chagossian community.
- 7.2 As stipulated in its Act, the administration and control of the Fund is vested in the Board. It is managed by a Secretary who serves the Fund on a part-time basis. She is supported by officers belonging to the General Services and other occupational grades. Advice on issues pertaining to Human Resources, Finance and Procurement and Supply are being provided by officers of the parent Ministry, on a part-time basis.
- 7.3 For this review, the representations of Management pertain mainly to the creation of additional levels, viz, Secretary, Accounts Officer, Procurement and Supply Officer, Office Management Assistant and Public Relations and Welfare Officer.
- 7.4 Appropriate explanations were given to Management on requests which could not be acceded to. However, Management was also apprised that salary gradings may also be carried out on an *ad hoc* basis. The Bureau also justified that, given the lean structure of the Fund, creation of the grade of Office Management Assistant is not warranted at this stage. Management was instead advised to increase the number of posts of Management Support Officer to provide the support services.
- 7.5 Following an in-depth study of the representations made by Management, we deem it more appropriate to create a grade of Accounts Clerk in lieu of Accounts Officer. We are recommending accordingly.

Accounts Clerk (New Grade)

Recommendation 1

- 7.6 **We recommend the creation of a grade of Accounts Clerk. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass in Accounting at Principal Level or ACCA Level 1 and reckoning at least four years' experience in finance/accounting/audit duties.**
- 7.7 Incumbent would be required, *inter alia*, to: ensure that all financial transactions of CWF are properly accounted for in accordance with basic principles of financial Management; to maintain a proper system of accounting to guard against irregularity and fraud; ensure that all financial transactions are correctly recorded and comply with established rules and regulations; collect, verify, analyse and record all financial costing and budget data; prepare paysheets, vouchers and cheques and dispatch cheques; keep proper, complete and up to date records of all financial transactions such as cash books, ledgers and registers; be in charge of the Register of Assets and ensure that it is regularly updated; assist in the preparation and monitoring of

Estimates and the preparation of Final Accounts and other financial statements; and control and discharge expenditure and payments in compliance with regulations.

Allowance to Management Support Officer

7.8 The Bureau has been apprised that presently, a Management Support Officer is, among others, assisting in the organisation of events and other welfare activities for all streams of the Fund; acting as liaison officer between the Chairperson and the Chagossian Community; and ushering/guiding and explaining the Chagossian Community about the services which are provided to them. Management has thus requested for the creation of a grade of Public Relations and Welfare Officer to handle all issues relating to public relations. The Bureau has carried out a study to this effect and considers that creation of this level is not warranted as the services of a Public Relations and Welfare Officer would not be required on a full-time basis. **In view thereof, the present arrangement should continue and Management should consider the advisability of providing some form of compensation to the Management Support Officer for the extra effort.**

Allowance to perform duties of Secretary

7.9 A monthly all-inclusive allowance of Rs 2080 is currently being paid to the officer who is assigned the duties of Secretary to the Board and is assuming the administrative responsibilities of the Chagossian Welfare Fund. As this present arrangement will continue, we are revising the quantum of the allowance.

Recommendation 2

7.10 We recommend the payment of a monthly all-inclusive allowance of Rs 2185 to the officer designated to act as Secretary to the Board and assuming the administrative responsibilities of the Chagossian Welfare Fund.

Abolition of Grade

7.11 The grade of Office Attendant created in the last Report is still vacant and Management has submitted that it would no longer be required. **We are, therefore, abolishing the grade.**

7. CHAGOSSIAN WELFARE FUND

SALARY SCHEDULE

CWF 1 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant
formerly Security Guard

7. CHAGOSSIAN WELFARE FUND (Contd)

CWF 2 : 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

Caretaker/Gardener

CWF 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Office Attendant

CWF 4 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

CWF 5 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounts Clerk (New Grade)



8. CHINESE SPEAKING UNION

- 8.1 Set up under the Chinese Speaking Union Act No. 15 of 2011, the Chinese Speaking Union operates under the *aegis* of the Ministry of Arts and Cultural Heritage to develop, propagate and promote the Chinese language.
- 8.2 The main objectives of the Chinese Speaking Union are, among others, to promote the Chinese language in its spoken and written forms; provide facilities for the exchange of views affecting the interests, well being, development, relationships and common problems of the Chinese speaking peoples of the world; and promote friendship and understanding between the Chinese speaking peoples of the world and engage in any educational, academic, cultural and artistic work to further that objective.
- 8.3 The Chinese Speaking Union is managed by an Executive Council which is headed by a President who is assisted by members forming part of the Council whereas the Administrative Secretary is responsible for the day-to-day activities of the Union.
- 8.4 Both the grades of Driver/Office Attendant and Administrative Secretary have been created on an *ad hoc* basis. In view of the nature of the functions and keeping in mind the volume of work in the organisation, we are not bringing any change to the organisational set up.

8. CHINESE SPEAKING UNION

SALARY SCHEDULE

**ChSU 1 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant

**ChSU 2 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary



9. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

- 9.1 The Civil Service Family Protection Scheme Board (CSFPSB) was set up under the Widows' and Children's Pension Scheme (Amendment) (Act No. 28 of 1993). It is a body corporate and operates under the *aegis* of the Ministry of Finance, Economic Planning and Development.
- 9.2 The CSFPSB is responsible for the administration and control of a scheme set up to protect the surviving spouse and minor children of a contributor to the Fund. The protection is in the form of a pension which will contribute towards enhancing the life of the customers. Where no pension is payable, the contributor is refunded his contributions together with compound interest at the rate of 4%.
- 9.3 Triggered by the long-term unsustainability of existing pension funds under the Defined Benefit Scheme, a single Defined Contribution Pension Scheme was introduced for new entrants as from 01 January 2013. The contributions are deposited into a Fund which is managed by the State Insurance Company of Mauritius (SICOM). Along the same vein, the 2% contribution of employees towards the Family Protection Scheme (FPS) for new entrants joining the Civil Service as from 01 January 2013 is managed by SICOM.
- 9.4 Against this background, the volume of activities of the CSFPSB will undoubtedly decline over the coming years. Therefore, a review of the organisation structure is not warranted at this stage, particularly as the present arrangement is adequate for the organisation to meet its objectives. Nevertheless, appropriate measures are being taken to address an issue regarding support services.

Clerk (Rodrigues) (New Grade)

- 9.5 Prior to the EOAC Report in 2013, the Rodrigues Sub Office of the CSFPSB was staffed by an Accounts Clerk/Senior Accounts Clerk and a Clerk (Rodrigues). Following the publication of the EOAC Report, the Clerk (Rodrigues) was given the option to join the grade of Management Support Officer (MSO). In the 2016 Report, the grade of MSO was pegged at the second level in the hierarchy while the duties that befall the incumbent remained basic clerical duties. In view of the size of the Sub Office, a change in posting of the MSO cannot be envisaged. In the circumstances, there is no alternative than to maintain things as they are. Notwithstanding the present stand, appropriate measures are warranted in due course to deal with this situation. We are, therefore, creating a grade of Clerk (Rodrigues) which would be filled on vacancy arising in the grade of MSO at the Rodrigues Sub Office.

Recommendation 1

- 9.6 We recommend the creation of a grade of Clerk (Rodrigues), which should be filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a Cambridge Higher School Certificate or an equivalent qualification acceptable to the Board.**

9.7 Incumbent would be required, *inter alia*, to assist the Accounts Clerk/Senior Accounts Clerk in the performance of his duties; collect data in respect of contributions of employees remitted by Commissions; receive and dispatch letters and postal vouchers; register birth, marriage and death certificates and other documents of contributors/pensioners and their dependants; attend to pensioners, contributors and officers of Commissions; and open and update files for retired or deceased contributors.

Clerical Officer/Higher Clerical Officer

9.8 We were also informed that along with the Clerk (Rodrigues), the Clerical Officer/Higher Clerical Officers (CO/HCO) on the establishment of the CSFPSB were given the option to join the grade of MSO. In the wake of the 2016 PRB Report, Parastatal Organisations were required to bring necessary amendments to the relevant schemes of service as recommended at paragraphs 23 and 24 of Volume 2 Part II of the said Report. **Accordingly, we are laying emphasis on the fact that Management revisits the schemes of service of relevant grades so that in future, recruitment be done in the grade of CO/HCO for performing elementary duties of a clerical nature.**

9. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

SALARY SCHEDULE

CFP 1 : 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

Office Attendant

CFP 2 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225

Senior/Head Office Attendant

CFP 3 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephone Operator

CFP 4 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer/Higher Clerical Officer
Clerk (Rodrigues) (New Grade)

CFP 5 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer
formerly Management Support Officer (CFB)

9. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Contd)

- CFP 6 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300**
Systems Supervisor
formerly Systems Supervisor (CFP)
- CFP 7 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Clerk/Senior Accounts Clerk
Accounts Clerk/Senior Accounts Clerk (Rodrigues)
- CFP 8 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- CFP 9 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Financial Operations Officer
formerly Financial Officer
- CFP 10 : 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
formerly Office Management Assistant (CFB)
- CFP 11 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
- CFP 12 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600**
Principal Financial Operations Officer
formerly Principal Financial Officer
- CFP 13 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Systems Administrator
formerly Systems Administrator (CFP)
- CFP 14 : Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375**
Assistant General Manager

9. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Contd)

CFP 15 : Rs 110125
General Manager



10. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND

- 10.1 The Conservatoire National De Musique François Mitterrand Trust Fund (Conservatoire), an educational and musical institution offering full range music education was established in 1992 and operates under the *aegis* of the Ministry of Arts and Cultural Heritage. The Conservatoire inaugurated a Music Heritage Museum in 2019 with a view to portray the history of Music in Mauritius since the Dutch period in 1638 until today. The Museum dedicates sections to local music; musical instrument production; and to musical instruments of the Indian Ocean Region.
- 10.2 In line with its statutory objects, the Conservatoire provides music learning opportunities to a wider public by increasing intake and opening branches where needed; implements Government policies in matters of music education in schools; encourages music performances by Mauritian artists and music ensembles; encourages students to think in a multi-cultural context by providing exchange opportunities with musicians from other cultures; and it helps in the preservation and the appreciation of the Mauritian musical heritage.
- 10.3 The Director is at the apex of the organisation and is responsible for the day-to-day management. Its staffing complement consists of officers in the teaching, professional, technical and supporting grades.
- 10.4 During consultation, Management has submitted that the activities of the Conservatoire have expanded, namely with the conduct of certificate and diploma examinations which are registered with the London College of Music. Additionally, with a gradual increase in intakes and the *moreso*, creation of a Music Museum, the present staffing structure is not adequate to enable the Conservatoire to deliver on its mandate. Hence, request was made for the creation of additional grades. On the other hand, the staff side made no proposal.
- 10.5 In view of the role of the Conservatoire, the Bureau is supplementing the existing structure with the creation of additional grades.

Curator (New Grade)

- 10.6 Management has put forward that the Conservatoire is also servicing a Museum dedicated to the storage of historical data and development of music. Consequently, demand from the educational sector in respect of research, teaching and music has eventually been increasing. Management has, therefore, informed that there is dire need for a level to look after the Museum, to preserve and provide accurate information on history and be a repertoire of Music Heritage. We are, therefore, providing for the grade of Curator to cater for these activities.

Recommendation 1

10.7 We recommend the creation of a grade of Curator. Appointment thereto should be made by selection from among candidates possessing a Degree in Music or History or Fine Arts or Museum Studies or an equivalent qualification acceptable to the Board.

10.8 Incumbent would be required to, *inter alia*, initiate, conduct and supervise collections management; advise on the acquisition, loan and deaccession of objects; provide for storage and ensure that acceptable environmental conditions and security are maintained; develop, direct and conduct the education programme on matters related to the Museum; prepare catalogues, articles and handouts related to exhibitions and to the Museum's collection; organise guided tours of the Museum; and carry research related to the Museum's collections.

ICT Technician (New Grade)

10.9 To be attuned with the modernisation and developments taking place in the IT field, the Conservatoire has invested in IT infrastructure. In this perspective, Management has submitted that there is need for a dedicated grade to ensure the proper functioning of its IT infrastructure and services as well as for the proper maintenance of hardware and software.

10.10 The Bureau is, therefore, providing the grade of ICT Technician to enable the Conservatoire to cater for and maintain its IT system.

Recommendation 2

10.11 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Studies or an equivalent qualification acceptable to the Board.

10.12 Incumbent would be required, among others, to implement, support and maintain the IT System at the Conservatoire; install and configure hardware and common pc-related software; provide preventive measures and technical support; operate computer systems; commission IT equipment; troubleshoot computer hardware and software; and be responsible for the updating and maintenance of the website of the Conservatoire.

Examinations Clerk (New Grade)

10.13 Management has expressed that the Conservatoire conducts end-of-term assessments and formal examination (theory and practical) for all students. As the number of students is constantly increasing, Management has requested for the creation of a level for the registration of students to ensure that tests and examinations are carried out properly; and that records of students are readily available. Considering the scope of this activity, the Bureau is providing for the grade of Examinations Clerk to enable the Conservatoire to meet its expectancy.

Recommendation 3

10.14 We recommend the creation of a grade of Examinations Clerk. Appointment thereto should be made by selection from among candidates who 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 acceptable to the Board.

10.15 Incumbent would be required, *inter alia*, to perform duties pertaining to the organisation of the examinations; ensure the implementation of security arrangements during examinations; handle confidential materials; assist in the collection, compilation and processing of data; and simple registry and human resource management work.

Receptionist/Telephone Operator (New Grade)

10.16 The Conservatoire operates from 0900 hours to 2000 hours during weekdays and from 0900 hours to 1600 hours on Saturdays. During consultations, Management informed the Bureau that, presently, officers in the grade of Management Support Officer are performing the duties of Receptionist/Telephone Operator over and above their normal duties. This arrangement is impeding service delivery and as such, request was made for the creation of the grade of Receptionist/Telephone Operator. The Bureau is agreeable and recommends accordingly.

Recommendation 4

10.17 We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained on one sitting or passes in at least five subjects with at least Grade C in English Language and French on one Certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Board.

10.18 Incumbent would, among others, be required to operate the telephone switchboard (PABX) and the reception desk; maintain a register of all visitors and control access to offices; ensure that calls and messages are properly noted and communicated to officers concerned inside and outside the organisation; and perform simple clerical duties.

Music Tutors

10.19 Music Tutors are, presently, allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 62950 subject to satisfying certain conditions. While maintaining the present arrangement, the salary point is being revised.

Recommendation 5

10.20 We recommend that Music Tutors be allowed to proceed incrementally up to salary point Rs 69800 in the Master Salary Scale through the grant of one

increment every year provided they satisfy the performance criteria as laid down in the Introductory Chapter of this Volume.

Part Time Music Teachers

- 10.21 The Part Time Music Teachers employed by the Conservatoire were previously being remunerated on the basis of their qualifications held and the number of hours put in. These Part Time Music Teachers were also refunded their travelling by bus and were entitled to 1/12 of their annual earnings as End-of-Year Bonus.
- 10.22 In our last Report, we observed that the mode of remuneration based on qualifications held was not appropriate, the moreso, Resource Persons in tertiary institutions are remunerated based on the level being taught rather than the qualifications they hold. In a spirit of fairness and equity, appropriate amendments were made to the mode of remuneration at the Conservatoire.
- 10.23 However, after the publication of the last Report, the Director of the Conservatoire highlighted some implementation issues stemming from the amendments to the mode of remuneration namely, that the same officers are re-employed as Part Time Music Teachers for every intake and these persons were not agreeable to the new mode of remuneration. The High Powered Committee, thereafter, decided to maintain the previous compensation based on qualifications, that is, prior to the PRB Report 2016 and requested the Bureau to look into the matter anew in the context of this Report.
- 10.24 We have carefully examined the issue in a holistic way and in a bid to avoid any further implementation problems, we are, in this Report, making appropriate recommendations.

Recommendation 6

- 10.25 We recommend that for any future recruitment as Part Time Music Teachers at the Conservatoire:**
- (i) Teachers teaching level 1 should be remunerated at the rate of Rs 165/hr**
 - (ii) Teachers teaching level 2 and 3 should be remunerated at the rate of Rs 235/hr**
- 10.26 We also recommend that the Part Time Music Teachers who are presently enlisted at the Conservatoire should continue to draw, on a personal basis and until the publication of the next Report, the following rates:**
- (i) Teachers holding a Diploma in Music or a higher qualification Rs 350/hr**
 - (ii) Teachers holding a qualification lower than a Diploma in Music Rs 300/hr**
- 10.27 We further recommend that the Part Time Music Teachers should continue to be entitled to refund of travelling by bus and an End-of-Year Bonus computed at the rate of 1/12 of their annual earnings.**

**10. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS
MITTERRAND TRUST FUND****SALARY SCHEDULE**

- CNMTF 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**
General Worker
- CNMTF 2 : 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**
Caretaker
- CNMTF 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver/Office Attendant
- CNMTF 4 : 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**
Handy Worker/Tradesman
- CNMTF 5 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator (New Grade)
- CNMTF 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer
Clerical Officer/Higher Clerical Officer (Personal)
Examinations Clerk (New Grade)
Library Clerk
- CNMTF 7 : 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 - 36550**
Technician
- CNMTF 8 : 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**
Events Officer

**10. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS
MITTERRAND TRUST FUND (Contd)**

**CNMTF 9 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**CNMTF 10 : 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 - 40300 QB 41250 x 950 -
42200 x 1300 - 43500**

Piano Accompanist

**CNMTF 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Assistant Financial Operations Officer/Financial Operations Officer
formerly Assistant Financial Officer/Financial Officer

**CNMTF 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**CNMTF 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Procurement and Supply Officer

**CNMTF 14 : 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

**CNMTF 15 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**

ICT Technician (New Grade)

**CNMTF 16 : 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 QB 52550 x 1650 - 54200 x 1700 - 62700**

Music Tutor

**10. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS
MITTERRAND TRUST FUND (Contd)**

CNMTF 17 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Secretary
Curator (New Grade)
Public Relations Officer

CNMTF 18 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800

Head, Music Department

CNMTF 19 : Rs 103875

Director



11. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

- 11.1 Established under the Construction Industry Development Board (CIDB) Act 2008, the CIDB is a body corporate that operates under the *aegis* of the Ministry of National Infrastructure and Community Development.
- 11.2 The CIDB aims to be a global reference in construction and its objectives are, *inter alia*, to: promote the development, improvement and sustainable growth of the construction industry; encourage the participation of the small and medium enterprises in the industry; establish best practices relating to construction; raise awareness pertaining to the need for a safe and healthy work environment in the industry; and encourage research and development in the field of construction.
- 11.3 To cater for the growing construction sector, the mandate of the CIDB has been extended to include: registration of consultants in new fields like environmental engineering, interior design, landscape architecture and urban planning; registration of suppliers of construction materials, plants and equipment; and registration of service providers in CAD Operators and Draughtsman, Technician in Construction and Third Party Certifier.
- 11.4 An Executive Director is at the apex of the organisation and is responsible for its day-to-day management. He is assisted by officers belonging to the technical cadre and support services.
- 11.5 For this Report, Management has requested for a review of conditions of service and the creation of a few grades. The Bureau has studied the submissions and is making relevant recommendation.

Confidential Secretary (New Grade)

- 11.6 Management has submitted that there is need for a dedicated grade to provide secretarial functions to the Executive Director. As the request is justified, we are providing for a level to ease the effective delivery of services.

Recommendation 1

- 11.7 We recommend the creation of a grade of Confidential Secretary. Appointment, thereto, should be in line with provisions made in the Introductory Chapter of this Volume.**
- 11.8 Incumbent would, *inter alia*, be required to: arrange appointments, receive visitors and deal with enquiries; handle telephone calls and screen incoming calls; take messages and facilitate communication; perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; operate email and telefax services; deal with routine correspondences; keep track of document and papers; prioritise work on a daily basis and be responsible for ensuring that deadlines are met and appointments honoured; and ensure proper arrangements are made for the organisation of meetings.

11. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

SALARY SCHEDULE

- CIDB 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Handy Worker/Driver
- CIDB 2 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator/Receptionist
- CIDB 3 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
- CIDB 4 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- CIDB 5 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary (New Grade)
- CIDB 6 : 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**
Administrative Assistant
ICT Technician
formerly IT Support Officer
Technical Coordinator
- CIDB 7 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Accounting Technician
- CIDB 8 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Technical Executive
- CIDB 9 : Rs 66200 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375**
Manager, Corporate Services
Manager, Technical Services

11. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (Contd)

CIDB 10 : Rs 110125
Executive Director



12. CREOLE SPEAKING UNION

- 12.1 Operating under the *aegis* of the Ministry of Arts and Cultural Heritage, the Creole Speaking Union (CrSU) has been established as a body corporate under the Creole Speaking Union Act 16 of 2011.
- 12.2 The Union is administered and managed by an Executive Council. Its main objects, among others, include the promotion of the Creole language in its spoken and written forms; providing facilities for the exchange of views affecting the interest, well-being, development, relationships and common problems of the Creole-speaking people of the world; and promoting and encouraging the linguistic development among all people having an interest in the Creole language with special emphasis on the cultural, artistic, economic and social perspective of the language.
- 12.3 Requests received for this review pertain to the provision of training courses and to redefine the job appellation of the grade of Word Processing Operator, owing to the fact that incumbent is performing a panoply of tasks including procurement, finance and administration.
- 12.4 During consultative meeting, the Bureau advised that the organisational needs be studied and thereafter, proposals may be made. Parties concerned were also informed that, should there be a functional need, grades may be created on an *ad hoc* basis provided that all prescribed procedures are followed.
- 12.5 In the circumstance, we are maintaining the present organisation structure.

12. CREOLE SPEAKING UNION

SALARY SCHEDULE

**CrSU 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**

Driver/Office Attendant

**CrSU 2 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**

Word Processing Operator



13. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

- 13.1 The Early Childhood Care and Education Authority (ECCEA) operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology and its objects, as spelt out in the ECCEA Act No. 21 of 2007, are to harmonise and promote integrated early childhood care and education policies, strategies and programmes in line with recommendations of international and national institutions; ensure that all programmes and policies for the education, care and development of the young child in the Republic of Mauritius are in conformity with the Convention on the Rights of the Child; and to help to ensure a smooth transition of the young child from preschool to lower primary school.
- 13.2 Its functions are, among others, to advise relevant Ministries on the formulation of policy relating to early childhood care and education; implement policies of Government with regard to early childhood care and education in the Republic of Mauritius; carry out the registration and supervision of educational institutions, their managers, educators and other staff engaged in early childhood care and education; advise on the development of training programmes on early childhood care and education for educators and other staff in educational institutions; and administer payment of any form of grants to registered educational institutions and manage grants in collaboration with the relevant Ministries.
- 13.3 To date, the ECCEA is responsible to run 189 Pre-Primary schools and to oversee and regulate 600 private Pre-Primary schools and 47 pre-schools managed by the Local Authorities. It is headed by a Director who is responsible to the Board for the attainment of the corporate objectives of the Authority and for the control and management of the day-to-day business of the board and is assisted by an array of technical and supporting staff.
- 13.4 In the context of this Report, consultative meetings were held with the different Unions and the Management of the ECCEA. A few Unions chose to submit common representations while the remaining chose to depone separately. The main representations of Unions pertain, *inter alia*, to: the creation and restyling of grades; taking into consideration the number of years of service during contractual agreement with ECCEA while determining salary; alignment of salaries with grades in the Primary Education Sector; and extension of specific conditions of service such as refund of unutilised casual leave in the primary sector to the pre-primary sector.
- 13.5 During consultations, parties were apprised that salaries would be looked into by the Bureau; any upgrading would be considered following re-assessment of the grade; and creation of additional level is entertained whenever there is a dire functional need in the organisation. Stakeholders have been informed that it is against the philosophy of the Bureau to create levels without functional/operational needs.
- 13.6 Management and Unions have unanimously highlighted the importance of the pre-primary sector and pointed out that, as per the National Curriculum Framework Pre-Primary, the aim of early childhood education is the development of the child socially,

behaviourally and pedagogically. All the aspects of development of the child have to be addressed, namely physical, cognitive and language, personal, social and emotional. The interrelationship between cognitive development and language is critical as children begin to express their thoughts through language and they begin to think in terms of words. Therefore, the language of the environment should be used as facilitator and support language for improving children's learning and understanding.

- 13.7 On this basis and upon requests of the Union, the Bureau carried out a site visit at the Ortiz Patino Pre-Primary School. The main objective of the visit was to have a first-hand experience of the working conditions and difficulties attached to the job in the pre-primary teaching field.
- 13.8 Considering the crucial role being played by the ECCEA in moulding the character of children and imbibing the alphabetical culture for education knowledge expansion and also taking into account the observations made during the site visit, we are, in the ensuing paragraphs, making specific provisions to enable the Authority to better deliver on its mandate.

PEDAGOGICAL SECTION

- 13.9 The Management of the ECCEA averred that it has been encountering difficulties in the recruitment of Teachers. The average age of teachers at the ECCEA is above 50 and many are on the eve of retirement. To overcome this problem, Management requested for the creation of a grade of Trainee Teacher. Upon examining the issue, the Bureau could not accede to the request for technical reasons.
- 13.10 However, as teaching is a core function, the Bureau has carefully examined the grades in the cadre at the ECCEA and is making appropriate recommendations to facilitate the recruitment process. We are also streamlining the current structure in order to ensure a smooth running of the organisation and enhancing its service delivery.

Teacher/Senior Teacher formerly Teacher Senior Teacher

- 13.11 With a view to improving efficiency and effectiveness, both Management and staff side have submitted that the grades of Teacher and Senior Teacher be merged and restyled to Teacher/Senior Teacher as incumbents in both grades are performing almost identical duties and have the same reporting line. A perusal of Job Description Questionnaires filled in by incumbents in both grades indicates that they are in fact performing the same duties. Moreover, there is no supervisory element included in the duties of Senior Teacher. In view thereof and also considering the limited career prospects of the incumbents, we are recommending accordingly.

Recommendation 1

13.12 We recommend that:

- (i) the grades of Teacher and Senior Teacher be merged and restyled Teacher/Senior Teacher; and
- (ii) appointment to the grade of Teacher/Senior Teacher *formerly Teacher and Senior Teacher* should henceforth be made by selection from among candidates possessing the Cambridge School Certificate and a Certificate in Pre-School Education; and reckoning at least three years' teaching experience in a Pre-School Institution.

13.13 We also recommend that officers in the grade of Teacher/Senior Teacher *formerly Teacher and Senior Teacher* possessing the Certificate in Pre-School Education should be allowed to progress beyond the Qualification Bar (QB) inserted in the salary scale of the grade.

SPECIAL EDUCATION NEEDS SECTION

Child Psychologist (ECCEA) (New Grade)

Social Worker (ECCEA) (New Grade)

13.14 Mauritius has subscribed to the UNESCO goals to recognise the rights to education of persons with disabilities. The Director of the ECCEA pointed out during consultations that to be able to cater for learners with special needs, early screening and intervention is crucial. It has been reported that many children show developmental delays, disabilities and learning difficulties that may cause barriers to their participation at school. On this basis, Management requested for the creation of the grades of Child Psychologist (ECCEA) and Social Worker (ECCEA). The Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology has also supported both requests. We are, therefore, making appropriate recommendations.

Recommendation 2

13.15 We recommend the creation of a grade of Child Psychologist (ECCEA). Appointment thereto should be made by selection from among candidates possessing a Degree in Psychology or an equivalent qualification and having undergone post-qualification practice under the supervision of a practising Psychologist or related professional either in a recognised health or educational institution locally or abroad, over a period of one year or for an aggregate of 1500 hours, with children with learning difficulties or social or emotional/behavioural problems.

13.16 Incumbent would be required, *inter alia*, to provide psychological assessment and treatment services for pre-school children referred by the teachers by utilising a variety of evidence-based practices, established principles and techniques; provide evaluation that addresses particular psychological and developmental needs of pre-school children; assist in developing an Individual Educational Plan (IEP) for pre-school children with learning difficulties and disabilities and to evaluate its effectiveness;

conduct regular workshops for parental education and training of educators; promote mental health programmes at pre-primary level; and assist in the design of Developmental Learner Profile.

Recommendation 3

13.17 We also recommend the creation of a grade of Social Worker (ECCEA). Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work or an equivalent qualification.

13.18 Incumbent would be required, among others, to: assist, support and collaborate with Child Psychologist (ECCEA) in the day-to-day activities and to deal with minor recurrent issues; establish links between home, school and the community or other relevant institutions in respect of children suffering from social, emotional and behavioural problems; provide group/individual counselling in school premises; visit families and report on any change in socio-economic situation as well as the impact of interventions, keeping in view the indicators or progress set for monitoring and evaluation; and collect, update and record data regarding cases of children needing special attention.

FINANCE SECTION

Financial Operations Officer/Senior Financial Operations Officer (New Grade)

13.19 During consultations, Management informed that there is a high turnover rate in the post of Accountant/Senior Accountant and that same is still vacant. The Director of the ECCEA explained that this situation is impeding on the proper functioning of the Finance Section and the Assistant Financial Operations Officer, very often is called upon to perform the duties without any form of supervision. Management has, therefore, made a request to create an additional level for supervision, check and balances. We are making provision for a grade of Financial Operations Officer/Senior Financial Operations Officer.

Recommendation 4

13.20 We recommend the creation of a grade of Financial Operations Officer/Senior Financial Operations Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of Assistant Financial Operations Officers who reckon at least four years' service in a substantive capacity in the grade.

13.21 Incumbent would be required to assist in the supervision of all fields of financial duties at the ECCEA; advise on issues related to financial matters, management and transactions; ensure that financial, procurement and other relevant legislations/regulations are correctly applied and fully complied with; supervise the work of subordinate staff; ensure that financial duties are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislations and regulations and to flag non-compliance and misinterpretation of existing rules and regulations to the Director; investigate into

cases of complaints, fraud and irregularities and propose corrective measures to the Director; ensure that accounting arrangements of the ECCEA Zones are properly done and collection of revenue is effected promptly; and attend to audit queries on financial issues, provide material for the proper reply and take corrective measures.

IT SECTION

Statistical Clerk (New Grade)

13.22 The Management of the ECCEA has submitted that there is need for the setting up of a digitalised database system that will facilitate the input/retrieval of information/children's data in a timely manner and enable the organisation to provide more comprehensive services. The database will ensure an optimum use and management of information by the ECCEA and its stakeholders. Such information will be compiled for further research work in the pre-primary education field; early intervention during admission in primary sector; management of government grants and projects; and use in the day-to-day administration. We are, therefore, making provision for a grade of Statistical Clerk.

Recommendation 5

13.23 We recommend the creation of a grade of Statistical Clerk. Appointment thereto should be made by selection from among serving officers of the ECCEA possessing a Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or passes in at least two subjects including Mathematics obtained on one Certificate at the General Certificate of Education 'Advanced Level'.

13.24 Incumbent would be required, *inter alia*, to perform validation and tabulation applications using statistical packages; collect statistical data to produce statistics to enable the Authority and other institutions concerned to take informed decisions; check source data and survey responses to ensure completeness, accuracy and consistency; collect data from establishments including private and public schools; classify and code data according to established standards; make use of computer software for computer processing and presentation in particular to capture a specialised statistical package; and perform tasks in connection with the conduct of censuses and surveys.

Allowance for working with children in ZEP Schools

13.25 Presently, Teachers posted in the pre-primary branch of a "Zone d'Education Prioritaire" (ZEP) school are being paid a monthly allowance of Rs 2100 in view of the extra effort put in for the education of the children. However, the Bureau has noted that there are also officers in the grade of Attendant working in the Pre-Primary branch of those ZEP schools and are not being remunerated in contrast to ancillary staff in the primary education sector. Considering that the nature of the working environment and tasks performed are similar, we are extending the payment of the allowance to the Attendants posted in pre-primary branch of ZEP schools.

Recommendation 6

- 13.26 We recommend that the monthly ZEP Allowance payable to staff of the ECCEA posted in the pre-primary branch of the ZEP schools should be paid a monthly ZEP Allowance as hereunder:

Grade	Monthly ZEP Allowance (Rs)
Teacher/Senior Teacher <i>formerly Teacher</i> <i>Senior Teacher</i>	2100
Attendant	765

Allowance for working in Specialised Schools

- 13.27 Teacher/Senior Teacher *formerly Teacher and Senior Teacher*, seconded for duty at the Lois Lagesse Trust Fund as well as those posted to other specialised schools, who are called upon to give specialised care and attention to children with special needs, are presently paid a monthly allowance of Rs 900. We are revising the quantum of the allowance.

Recommendation 7

- 13.28 We recommend that the monthly allowance payable to Teacher/Senior Teacher *formerly Teacher and Senior Teacher*, seconded to the Lois Lagesse Trust Fund and those posted to other specialised schools who are called upon to give specialised care and attention to children with special needs be revised to Rs 945.

Request for refund of unutilised casual leave

- 13.29 A request was made for the refund of unutilised casual leave to officers in the grades of Teacher/Senior Teacher *formerly Teacher and Senior Teacher* at the ECCEA on the same basis as for the teaching personnel in the Primary and Secondary Sector. During consultative meetings for this review exercise, all Unions of the ECCEA were apprised of the specific provisions governing the Primary and Secondary Sectors and that the refund of unutilised casual leave was introduced with the philosophy that teaching personnel would be available at schools, thus creating least disturbance in the proper running of institutions during term time. Unions were also informed that refund of unutilised casual leave is complementary to specific provisions on vacation leave in the Primary and Secondary Sectors. Hence, if extended in the pre-primary sector, the whole set of specific condition of service would be applied. All Unions were requested to inform their members and revert to the Bureau accordingly.
- 13.30 Upon examining the whole issue holistically, the Bureau has noted that presently, incumbents in the grade of Teacher/Senior Teacher *formerly Teacher and Senior Teacher* do not have any restrictions on vacation leave during term time as compared to counterparts in the Primary and Secondary sectors. Officers are able to benefit from

their vacation leave even during third term. Therefore, extending the specific provisions on vacation leave to the pre-primary sector would worsen off conditions of work of these officers. Moreover, no consensus has been reached among incumbents as some Union members expressed, during consultations, that they prefer taking advantage of their vacation leave rather than being refunded unutilised casual leave. The Bureau is, therefore, refraining from making any recommendation on this issue.

13. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

SALARY SCHEDULE

- ECCEA 1 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475**
Attendant
- ECCEA 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225**
Handy Worker
- ECCEA 3 : 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
Stores Attendant (Ex SMEDA) (Personal)
- ECCEA 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**
Office Care Attendant
- ECCEA 5 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475**
Caretaker (Personal to employees in post as at 30.06.93)
- ECCEA 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver/Office Attendant
- ECCEA 7 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator

13. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)

**ECCEA 8 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator
Statistical Clerk (New Grade)

**ECCEA 9 : 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 - 31525 QB
32350 x 825 - 35650 x 900 - 36550**

Teacher/Senior Teacher
formerly Teacher
Senior Teacher

**ECCEA 10 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**ECCEA 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)

**ECCEA 12 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350**

Assistant Coordinator (ECCEA)

**ECCEA 13 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**ECCEA 14 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Procurement and Supply Officer

**ECCEA 15 : 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**

Social Worker (ECCEA) (New Grade)

13. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)

ECCEA 16 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Financial Operations Officer/Senior Financial Operations Officer (New Grade)

Human Resource Officer (Ex-MSIRI) (Personal)

ECCEA 17 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

ICT Technician

formerly IT Support Officer

Resource Centre/Documentation Officer

ECCEA 18 : 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

ECCEA 19 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 QB 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900

Coordinator (ECCEA)

ECCEA 20 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Child Psychologist (ECCEA) (New Grade)

Human Resource Management Officer

IT Officer

ECCEA 21 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Accountant/Senior Accountant

Internal Auditor/Senior Internal Auditor

ECCEA 22 : Rs 31525 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 Secretary

ECCEA 23 : Rs 103875

Director



14. EMPLOYEES' WELFARE FUND

- 14.1 The Employees' Welfare Fund (EWF), which was set up in 1991, became a corporate body in 1995 with the enactment of the Employees' Welfare Fund Act. It operates under the *aegis* of the Ministry of Finance, Economic Planning and Development and aims to be the leading welfare institution for employees and their families.
- 14.2 To this end, the EWF provides various types of loan such as Education Loan, Car/Motorcycle Loan, Welfare Loan, Green Loan, Medical Loan and Loan for people with disabilities. Provision of loan, particularly Education Loan, is in fact the main activity of the Fund and represents more than 68% of its overall operations. In line with its mandate, the EWF also organises leisure and welfare activities for the employees and their families; facilitates access to affordable holiday packages, both locally and abroad; and manages projects such as Sodnac Wellness Park, St Felix Wellness Park and Sea View Calodyne Hotel, among others. Further, with the objective of extending its facilities to employees in Rodrigues, the EWF in partnership with the Rodrigues Administration has opened an office in Port Mathurin since May 2005.
- 14.3 At its initial stage of operation some 25 years back, the EWF was serviced by officers on secondment from other government institutions. Subsequently, the 2003 PRB Report made provision for a few General Services grades on its establishment to enable it to discharge its responsibilities in a more efficient and effective manner. From then to our last Report, the Bureau has created several dedicated grades on the establishment of the EWF in an endeavour to enable the Fund to enhance capacity of its service delivery. Today, the organisation structure consists of a General Manager at the apex, who is assisted by a Deputy General Manager and technical, administrative and supporting staff at various levels.
- 14.4 For this review exercise, the Union submitted its proposals but at a later stage, withdrew same on the ground that it would either submit a new memorandum or would make a joint submission with Management. Although no new/joint submission was received we have nevertheless noted that quite a few of the proposals that were made by the Union are rather similar to those submitted by Management. In effect, the latter in its submission has requested for a restructuring of the existing departments through the creation of various grades particularly at operational level to assist the head of the different units in the discharge of their duties. Further, in lieu of the polyvalent grade of Technical Officer, it has requested that specific grades be provided for its various units. It has also proposed for the restyling of certain grades and amendments to a few existing schemes of service including that of the Deputy General Manager. Proposal has equally been made for certain functions to be placed under the appropriate section/department which is not presently the case. For instance, it has been argued that the Loan Unit should fall under the Finance, Accounting, Loan and Legal Department and not under the Administration Department.
- 14.5 All these representations, which have been thoroughly examined and lengthily discussed during consultations, are elaborated in the ensuing paragraphs. We have

also, in the course of this review, conducted a job re-evaluation exercise taking into account the evolution in the jobs, among others, to ensure that the recommended salaries commensurate with the qualifications requirement and duties being currently performed.

Deputy General Manager

- 14.6 The grade of Finance Manager was restyled Deputy General Manager in the EOAC Report. Moreover, to reflect the new appellation, recommendation was made for the grade to be entrusted with some additional responsibilities such as deputising for the General Manager and overseeing the operational activities in addition to managing the financial operations of the Fund.
- 14.7 In the course of this review, emphasis has been laid on the fact that with the creation of the grade of Accountant in our last Report, the duties relating to finance now devolve upon the latter grade. Consequently, the nature of duties performed by the Deputy General Manager has significantly changed and the latter is now called upon to operate at a more strategic level such as assisting in policy formulation; co-ordinating and overseeing all operational activities of the Fund as well as implementing Quality Management Systems. In this perspective, Management has requested for the scheme of service of the grade to be reviewed to reflect the nature of work performed and the salary to be adjusted to commensurate with what is obtainable in other institutions for similar level of responsibilities/functions. In the same breath, request has also been made for the length of experience required for the grade to be raised from five to eight years.
- 14.8 We have scrupulously examined the Job Description Questionnaire of the incumbent as well as the prescribed scheme of service of the grade and are inclined to concur that the current scheme of service does not reflect the duties being performed. Furthermore, as these duties are of a permanent nature, the scheme of service, therefore, needs to be updated to match with the evolution of the job. However, on the basis of qualifications requirement of moreover similar grades in the public sector, we hold that the length of experience required is adequate. Concerning the recommended salary of the grade, it has been set taking into account internal and external parity with grades having rather same level of duties and responsibilities.

Recommendation 1

- 14.9 We recommend that the scheme of service of the grade of Deputy General Manager should be amended to reflect the additional duties being performed. We have also taken into consideration all the additional compensable factors in arriving at the recommended salary of the grade.**

Technical Officer

- 14.10 In the 2008 PRB Report, following a request from Management and based on the merit of the case, we provided the EWF with a level of Technical Officer (Legal) as it had been argued at that time that there was need for a level to be responsible for all legal

documents and activities in respect of loans and investment management of the EWF. The qualification recommended for the grade was a Diploma in Legal Studies.

- 14.11 Subsequently, the EOAC Report recommended that the grade of Technical Officer (Legal) be restyled into that of Technical Officer. The EOAC also recommended that in future the grade should be filled by selection from among officers possessing a Degree in Management or Finance or Social Work or Administration and uplifted the salary. The arguments supporting the recommendations were that the officers needed to be multi-skilled and polyvalent so that they could be posted to any of the units of the EWF namely HR, Loan and Welfare/Public Relations besides the Legal Unit.
- 14.12 However, during the consultative meeting with Management for this review, we were informed that the grade of Technical Officer could not operate as a polyvalent one as recommended in the EOAC Report. In fact, the nature of work performed in the different units are specific to the unit and requires particular qualification/knowledge/expertise. Hence, the officers cannot be rotated to the other units. It has also notably been averred that the existing qualifications requirement of the grade are not in consonance with the set of duties performed in certain units such as the HR Unit.
- 14.13 In the face of such a situation, Management submitted that the Technical Officers be assigned specific job appellations based on the units where they are posted and that the scheme of service of the grade be reviewed with qualification corresponding to the nature of duties performed. For technical reasons, the request for the restyling could not be entertained and Management was informed and explained accordingly. However, to address the situation, the Bureau made certain proposals to which Management was agreeable.
- 14.14 We are, therefore, with the concurrence of Management, providing for specific grades which will take over the duties previously devolving on the Technical Officer posted to that section. The mode of appointment for each of the new grades are specified under the respective sections where they have been created. As regards the request of Management to absorb the existing Technical Officers in the new grades, same could not be considered by the Bureau since selection, appointment and promotion are human resource issues which should be dealt with by the EWF.

Recommendation 2

- 14.15 We recommend that the grade of Technical Officer be made evanescent. A personal salary is being provided to the Technical Officers in post.**

Human Resource, Administration and Customer Care Department

- 14.16 Presently, the Administration, HR and Loan Units are housed under the Administration Department. The overall responsibility of the department rests upon the Administrative Manager. In view of the nature of duties pertaining to the Loan Unit which is mostly finance based, Management has proposed that it be relocated to the Finance Department. In fact, the relocation of a Unit to another department is the

prerogative of Management. The Bureau, therefore, does not have any objection thereto.

Human Resource Unit

- 14.17 The HR Unit is responsible for the conduct of duties relating to recruitment, promotion, retirement, employee relations and other human resource functions. The Unit is presently headed by a Technical Officer who works under the responsibility of the Administrative Manager. Necessary assistance to the Technical Officer is provided by officers of the General Services grades.
- 14.18 In view of the growing importance of HR matters nowadays and given the qualifications requirement of the grade of Technical Officer which is not in consonance with the set of duties performed in the HR Unit, Management has requested that it be provided with specific HR grades to properly manage its HR functions and address all HR issues with due diligence.
- 14.19 Based on the strength of the above arguments already explained at paragraph 14.14, we are providing for a dedicated grade of Human Resource Management Officer.

Human Resource Management Officer (New Grade)

Recommendation 3

- 14.20 We recommend the creation of a grade of Human Resource Management Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Human Resource Management or Management with specialisation in Human Resource Management or an equivalent qualification acceptable to the Board and reckoning at least three years' post qualification experience in the field of Human Resource Management.**
- 14.21 Incumbent would be required, among others, to manage the various Human Resource functions, such as recruitment and training and development; develop and implement policies relating to human resource management within the organisation; be responsible for the organisation of Induction and Orientation Programme for new recruits; cater for employees' welfare, health and safety issues and keep abreast with all applicable laws relating to Human Resource and advise Management on such matters ; and take actions to ensure compliance within the organisation.

Administrative Unit

- 14.22 The Administrative Unit provides support services to the other departments and sections. Apart from the Administrative Manager who heads the Department, the Unit is also manned by an Administrative Secretary, an Administrative Assistant as well as officers of the General Services grades. The representations made regarding this Unit pertain to raising the qualifications requirement of the grade of Administrative Manager from a Degree to a Master's Degree and for the creation of a grade of Office Management Assistant against abolition of the grade of Higher Executive Officer on

vacancy. We have scrupulously examined these proposals and are acceding to only those which are meritorious.

- 14.23 Concerning the request for the salary of the grade of Office Attendant to be aligned with that of the Driver/Office Attendant or alternatively to create a grade of Attendant/Senior Attendant to compensate the incumbents for lack of career prospect, the Bureau provided appropriate explanations and reasons as to why the request could not be retained.

Administrative Manager

- 14.24 The grade of Administrative Manager is currently filled from serving officers of the EWF possessing a Degree in Business Administration or Public Administration or related fields and reckoning at least five years' experience in the relevant field. In its submission, Management has requested that the grade be filled from candidates possessing a Degree in Business Administration or Public Administration together with a Master's qualification and reckoning at least five years' working experience in the relevant field. While we are raising the qualifications requirement, we are also maintaining the present mode of appointment, that is, from serving officers. We are also making provision for the post to be filled from external candidates should there not be qualified or suitable candidates from within the organisation.

Recommendation 4

- 14.25 We recommend that the grade of Administrative Manager should, in future, be filled from serving officers possessing a Degree in Business Administration or Public Administration or an equivalent qualification acceptable to the Board and a Master' Degree in Business Administration or Public Administration or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in the relevant field. In the absence of qualified serving officers, the grade should be filled from external candidates possessing the required qualifications.**

Finance, Accounting, Loan and Legal Department

- 14.26 The Finance Department is responsible for the core functions, that is, all financial operations of the Fund. As mentioned earlier, the Loan Unit which was previously housed under the Administration Department has been relocated under the Finance Department in view of the nature of duties performed. Similarly, proposal has been made for the Legal Section which presently falls under the direct supervision of the General Manager to be placed under the Finance Department notably as the legal aspects relate to loans. The other proposals received for this particular Department are expounded in the ensuing paragraphs.

Finance Unit

- 14.27 The current structure of the Finance Unit consists of the Accountant at the apex who is assisted in his tasks by Accounting Technicians, Accounts Clerks and officers of the General Services grades. We have in the course of this review received proposals for the upgrading/restyling of the grades of Accountant and Accounting Technician.

**Accountant/Senior Accountant
formerly Accountant**

14.28 Request has been made for the grade of Accountant to be restyled into Finance and Loan Manager. In examining the request, we have gone through the Job Description Questionnaire and taken into account the enlarged span of control, increased level of accountability and the duties and responsibilities that would devolve upon the incumbent with the integration of the Legal and Loan Units to the Finance Department. Considering that mainly Accounting Technician and General Services grades will report to the Accountant and that with the new set up, the nature of the additional duties will not be of an extensive financial administration type, the proposed appellation would not be appropriate and has, therefore, not been retained. However, bearing in mind the increased duties and responsibilities as well as what is obtainable in other public sector bodies, we are restyling the grade to an appellation which is reflective of the nature thereof.

Recommendation 5

14.29 We recommend that the grade of Accountant be restyled Accountant/Senior Accountant. This element has been reflected in the recommended salary of the grade.

**Accounting Technician/Senior Accounting Technician
formerly Accounting Technician**

14.30 A proposal has been made by Management for the grade of Accounting Technician to be restyled into Accounting Technician/Senior Accounting Technician together with an upgrading of the salary. Request has also been made to amend the scheme of service of the grade so that in future, it is filled from qualified serving officers and in their absence, from outside candidates possessing the required qualification. In examining these proposals, we have re-assessed the grade which has confirmed the increased responsibilities devolving upon it. Hence, we consider that the necessary criteria have been met so as to warrant a favourable consideration. As regards the qualification requirement, we consider same to be appropriate based on what is obtainable for similar position across the public sector. Besides, the existing scheme of service of the grade does not preclude serving officers possessing the prescribed qualifications requirement from applying for the job.

Recommendation 6

14.31 We recommend that the grade of Accounting Technician be restyled Accounting Technician/Senior Accounting Technician. This element has been reflected in the recommended salary of the grade.

Loans Unit

14.32 The present structure of the Loan Unit consists of a Technical Officer at the head, an Accounts Clerk and officers of the general services. It has been averred that due to high turnover among the officers of the general services posted to the Unit, there is often disruption in the smooth delivery of services. Furthermore, the present structure

does not provide for an appropriate supervisory level which could improve the work process. Consequently, the Technical Officer has to devote more time to simple supervisory/operational issues, thus, impacting on his scheduled work. Given that the Unit is engaged in the core business of the EWF, Management has, accordingly, impressed upon the Bureau for the Unit to be properly structured with the creation of dedicated grades to ensure effective and efficient service delivery.

- 14.33 Based on present and planned duties and responsibilities that would devolve on the Unit and having regards to the shortcomings of the present structure, we are providing for a dedicated cadre to staff this Unit, which the EWF was already informed of. So, Management proposed the creation of the level of Head of Unit with an appropriate appellation, which would be filled from candidates possessing a Degree in Finance or Accounting. It also requested that in addition to the first level which should be filled from serving officers, a supervisory level be created.
- 14.34 After a careful analysis of the proposal against the background as already elaborated, we believe that a three-level structure would be adequate to meet the objectives. At the third level, we consider that incumbent should, besides possessing the required qualification, be in a position to technically supervise and mentor officers in the lower levels. Consequently, we believe that some experience in the cadre should be a pre-requisite to qualify for the post. In so doing, we would also be providing a career path to serving officers.

Chief Finance and Loan Officer (New Grade)

Recommendation 7

- 14.35 **We recommend the creation of a grade of Chief Finance and Loan Officer. Appointment thereto, should be made by selection from among Senior Finance and Loan Officers possessing a Degree in Management with Finance or Accounting or an equivalent qualification and from candidates possessing a Degree in Management with Finance or Accounting or an equivalent qualification and reckoning at least three years' post qualification experience in Finance or Accounting.**
- 14.36 Incumbents would be required, amongst others, to: supervise the work of junior officers; ensure completeness of all files prior to approval; assist Management for approval of loans; advise customers as and when required; devise procedures and policies to deliver internal and external customer service; develop and train employees; build up a good organisation's team spirit; and maintain good customer service.

Senior Finance and Loan Officer (New Grade)

Recommendation 8

- 14.37 **We recommend the creation of a grade of Senior Finance and Loan Officer. Appointment thereto, should be made by selection from among Finance and Loan Officers reckoning at least four years' service in a substantive capacity in the grade. In the absence of qualified Finance and Loan Officers, appointment**

should be made by selection from among Management Support Officers and Accounts Clerks reckoning at least four years' experience in matters related to loans and finance.

- 14.38 Incumbents will be required, *inter alia*, to: assist the Chief Finance and Loan Officer in the supervision and management of the loan section; examine loan application and verify eligibility of applicants; compute repayment capacity of applicants and guarantor for credit rating; assist in the preparation of loan documents; review loan documents for errors and compliance issues; and participate in sales meetings or events whenever needed.

Finance and Loan Officer (New Grade)

Recommendation 9

- 14.39 We recommend the creation of a grade of Finance and Loan Officer. Appointment thereto, should be made by selection from Clerical Officer/Higher Clerical Officers who have served for at least four years in a substantive capacity in the grade. In the absence of qualified candidates, appointment should be made from among outside candidates possessing a Cambridge Higher School Certificate with Accounting at Principal level and having at least four years' experience in administration and finance.**

- 14.40 Incumbents will be required, *inter alia*, to: inform customers on the different types of loans, options and services EWF provides; carry out proper analysis and evaluation of the applicants' financial status to determine the feasibility of granting a loan; input applicants' details for loan on the Flexcube Loan Software for processing; review loan agreements and ensure that they are complete and accurate in line with the established practice; keep abreast of new types of loan and other financial services and products in order to meet customers' needs; and handle customers' complaints and take appropriate action thereon.

Legal Unit

- 14.41 Presently, a Technical Officer is in charge of the Legal Unit and he is assisted by officers of the General Services grades. Management requested for the creation of a support level to provide the necessary assistance to the head of the Unit. In justification for its request, Management has informed that there is need for someone having legal knowledge and experience to provide the necessary assistance. The option of providing support by officers belonging to the General Services grades is considered to be inappropriate as they do not possess the relevant background and exposure.
- 14.42 We are, in accordance with paragraph 14.14, providing for a grade of Legal Management Officer. Based on the organisational requirements, we are also making provision for a grade of Legal Support Officer.

Legal Management Officer (New Grade)**Recommendation 10**

- 14.43 We recommend the creation of a grade of Legal Management Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Law and Management or an equivalent qualification acceptable to the Board and reckoning at least three years' post qualification experience in the legal and administrative field.**
- 14.44 Incumbent in the grade of Legal Management Officer would be required, *inter alia*, to: assist in the drafting of standard documents in respect of loans; liaise with legal advisors and to attend court; follow-up cases which may require recovery through the Attorney-at-Law; offer legal and technical advice to the Board and Management; deal with correspondences, collate information and write reports in matters relating to legal studies; advise Management on legal, governance, accounts and tax implications of proposed policies; and monitor changes in relevant legislation and the regulatory environment.

Legal Support Officer (New Grade)**Recommendation 11**

- 14.45 We recommend the creation of a grade of Legal Support Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Legal Studies or an equivalent qualification acceptable to the Board together with two years' relevant experience in the legal field.**
- 14.46 Incumbent in the grade of Legal Support Officer will be required, among others, to: perform compliance reviews of internal processes and procedures to assess adherence to policies and regulations; have a good understanding of the applicable laws and the regulatory framework of the Fund and determine what policies are applicable and needed; ensure that the internal processes are performed in compliance with the internal processes and procedures as per the policies and regulations of the organisation; and assist the Legal Management Officer in reviewing and updating procedures in line with the changes in legislation and the business environment.

Project and Welfare Department

- 14.47 Another main function of the EWF is to cater for the welfare of Mauritian employees and their families. To this effect, the Fund has set up a Project and Welfare Department which is responsible for the implementation of all existing and future welfare/wellbeing projects of the Fund.
- 14.48 The department is headed by a Project Manager who is assisted by a Technical Officer and officers of the General Services grades. In view of the increasing number of welfare projects being implemented by the EWF such as Sodnac Wellness Park, Recreational Park at Agalega and St Felix, various holiday schemes and upcoming new projects, request has been made to review the existing set up of the Unit so as to ensure an effective functioning thereof. To this effect, proposals have been made for the grade

of Project Manager to be upgraded to reflect the level of responsibilities shouldered and that appropriate grades be created.

- 14.49 We have scrupulously examined the proposals and found that prior to the EOAC Report, the existing grades at that time were adequate, based on the needs of the EWF. However, with the EOAC Report, the grade of Technical Officer (as explained at paragraphs 14.10 to 14.14) which was subsequently filled, carried the same salary as the Project Manager though reporting to the latter. This constituted a conspicuous anomaly which could have been warded off had the implementation issues been communicated to the Bureau for the 2016 Report. Nevertheless, we are addressing same in this Report.
- 14.50 Based on the restructure, the grade of Project Manager is called upon to head a cadre involved in Project Management as well as welfare activities, where the next in command would be the grade created to take over the duties presently devolving on the Technical Officer. Hence, we are providing a salary to this grade, reflective of duties and responsibilities of the grade, its span of control as well as internal parity. Since welfare is very prominent in the appellation as well as the main functions of the organisation, we are ensuring that the welfare aspect is reflected in the appellations of the grades involved in performing these duties.

Recommendation 12

- 14.51 We recommend that the grade of Project Manager be restyled Project and Welfare Manager. The prescribed duties and responsibilities of the grade, together with surrounding circumstances, have been reassessed and the results thereof have been used in arriving at the salary granted for this grade.**

Project and Welfare Management Officer (New Grade)

Recommendation 13

- 14.52 We recommend the creation of a grade of Project and Welfare Management Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in the field of Management or Communications or Marketing or Social Studies or an equivalent qualification acceptable to the Board and reckoning at least three years' post qualification experience in the project and welfare field.**
- 14.53 The Project and Welfare Management Officer would be required, *inter alia*, to: organise awareness campaign; act as interface and liaison officer between the EWF and its subsidiaries; assist in the implementation of projects and activities approved by the EWF; assist in the implementation of EWF Customer Charter; attend queries through website, social media, FAQs and any other forms of media; undertake general supervision duties and ensure smooth running of the Department; and devise procedures and policies to deliver internal and external customer service.

Internal Audit Section

14.54 The Internal Audit Section falls under the direct responsibility of the General Manager. Previously, the EWF was having recourse to services of private firms for the conduct of its internal audit function. To be in line with good governance principles, the Fund was, therefore, provided with a grade of Internal Auditor in the EOAC Report. In the course of this review, it has been reported that for the past few years, with an expansion of the activities of the EWF, there has been a corresponding expansion in the volume of audit related activities. In this perspective, a case has been made for the Internal Audit section to be reinforced with the creation of a level of Internal Audit Officer to provide support to the Internal Auditor/Senior Internal Auditor *formerly Internal Auditor*. We have examined the proposal against the background of organisational requirement and consider that the new grade may in fact contribute to the efficiency of the section. While we are acceding to the request, we are also providing for a proper appellation which besides reflecting the duties and responsibilities, is in alignment with what exists for similar positions in other Parastatal Bodies.

Internal Control Officer (New Grade)**Recommendation 14**

14.55 We recommend the creation of a grade of Internal Control Officer. Appointment thereto should be made from among candidates possessing a Cambridge Higher School Certificate with Accounting at principal level and reckoning at least two years' experience in accounting or management.

14.56 The Internal Control Officer will be required, among others, to: conduct, under the guidance of the Internal Auditor/Senior Internal Auditor *formerly Internal Auditor*, assignments in all operational areas of the EWF in accordance with internal audit programmes and procedures; carry out a continuous check on all the financial activities and transactions carried out; assist the Internal Auditor/Senior Internal Auditor *formerly Internal Auditor* in the preparation of audit work plans, including risk assessment; examine, evaluate and report on the adequacy and effectiveness of the internal control system; assist in the compilation of audit reports; report immediately suspected cases of irregularities; and report on internal control findings and propose corrective actions for deficiencies in the existing control systems.

14. EMPLOYEES' WELFARE FUND**SALARY SCHEDULE**

**EWf 1 : 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

14. EMPLOYEES' WELFARE FUND (Contd)

EWF 2 : 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

Office Attendant

EWF 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Office Attendant

EWF 4 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Public Relations Assistant

Receptionist/Telephone Operator

EWF 5 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer/Higher Clerical Officer

EWF 6 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Finance and Loan Officer (New Grade)

Management Support Officer

EWF 7 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounts Clerk

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

EWF 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Internal Control Officer (New Grade)

EWF 9 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

EWF 10 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Higher Executive Officer

14. EMPLOYEES' WELFARE FUND (Contd)

- EWF 11 : 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**
Senior Finance and Loan Officer (New Grade)
- EWF 12 : 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**
Legal Support Officer (New Grade)
- EWF 13 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Administrative Assistant
- EWF 14 : Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
ICT Technician (Roster)
- EWF 15 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600**
Accounting Technician/Senior Accounting Technician
formerly Accounting Technician
- EWF 16 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Secretary
Chief Finance and Loan Officer (New Grade)
Human Resource Management Officer (New Grade)
Legal Management Officer (New Grade)
Project and Welfare Management Officer (New Grade)
Technical Officer (Personal)
- EWF 17 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
IT Officer
- EWF 18 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Accountant/ Senior Accountant
formerly Accountant
Internal Auditor/Senior Auditor
formerly Internal Auditor

14. EMPLOYEES' WELFARE FUND (Contd)

EWF 19 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Administrative Manager
Project and Welfare Manager
formerly Project Manager

EWF 20 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Deputy General Manager

EWF 21 : Rs 119500

General Manager



15. ENGLISH SPEAKING UNION

- 15.1 Set up under the English Speaking Union (ESU) Act No. 17 of 1993, the ESU operates under the *aegis* of the Ministry of Arts and Cultural Heritage. The main objectives of the Union are, among others, to promote: the English language both in its written and spoken forms; understanding and friendship between the English speaking people in the world and engage in any educational work designed to further that objective; and encourage correspondence, debates, visits and other activities between universities, colleges, schools and other bodies situated in Mauritius or in another country.
- 15.2 The ESU is managed by an Executive Committee comprising a President and several members while an Administrative Secretary is responsible for the day-to-day running of the Union.
- 15.3 Requests emanating from the official side in the context of this Report relate to the filling of posts and the creation of a grade of General Worker *vide* the abolition of the grade of Office Attendant. For the filling of posts, the ESU was informed of the procedures involved and which do not fall under the Bureau's purview. As regards the creation of the grade of General Worker, the Bureau, after taking into consideration the duties that incumbent would be required to perform, did not accede to the request.
- 15.4 As according to the ESU, the present arrangement is adequate for it to meet its set goals. We are, therefore, maintaining same, considering the structure to be appropriate.

15. ENGLISH SPEAKING UNION

SALARY SCHEDULE

ESU 1	:	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
		Office Attendant
ESU 2	:	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
		Clerical Officer
ESU 3	:	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700
		Administrative Secretary



16. FASHION AND DESIGN INSTITUTE

- 16.1 The Fashion and Design Institute (FDI) was set up in 2008 to regroup the activities of the School of Design of the Industrial and Vocational Training Board and the Textile and Apparel Development Centre of Enterprise Mauritius. The intent at that time was to rationalise resources and foster a uniform and focussed development of the fashion industry. Today, the FDI aims to position itself as a regional hub for design education and research that shapes lives and society.
- 16.2 Conducting academic, professional, vocational and training programmes; engaging in research and consultancy activities; collecting, maintaining and disseminating literature and materials available in the field of fashion and design; providing technical assistance to manufacturers, designers and exporters of fashion and design; providing incubator services for the development of entrepreneurship; providing facilities for and engaging in professional development programmes targeted at industrial needs and establishing exchange programmes and courses with other institutions are some of the key services offered by the FDI.
- 16.3 The above activities are carried out through three distinct operational departments namely Learning and Training; Corporate Affairs and Business/Industry Development; and Research and Consultancy. These departments are manned by a workforce which comprises nine academics and 27 non-academic staff. A Director is presently at the helm of the organisation and is responsible for the smooth running of the Institute and the execution of the policies of the Board.
- 16.4 Except for revising the salaries of the existing grades, the Bureau did not make any provision for the FDI in its previous Report as profiles for proposed grades as well as additional information sought were not submitted. However, since the last Report till date, the Bureau has provided the salaries for quite a few grades created on an *ad hoc* basis on the establishment of the FDI.
- 16.5 In the context of this review exercise, the Union has urged for the creation of a grade of Senior Training Officer, restyling of the grade of Clerk/Word Processing Operator (Clerk/WPO) into Management Support Officer, upgrading and alignment of salaries of certain grades with what obtains in other institutions, creation of a Marketing department and the restyling/merging of the grade of Support Assistant with that of Senior Support Assistant. In so far as Management's proposals are concerned, the latter has supported some of the proposals made by the staff side and, in addition, has requested for the introduction of an allowance for its academics who have been assigned the duties of Head of Faculty/Department.
- 16.6 All these representations have been scrupulously examined and lengthily discussed with the parties concerned during the consultative meetings. Staff members who expressed the wish to depone were also heard and subsequently the views of Management were sought on several of these representations which basically pertained to implementation issues.

- 16.7 The existence of the grades of Lecturer and Senior Lecturer on the establishment of the FDI renders the creation of the grade of Senior Training Officer difficult. As regards the restyling of the grade of Clerk/WPO, the Bureau could not agree to same as the two grades are required to operate at different levels. Based on the existing structure, we are, however, providing for a higher level to cater for a career path for the serving officers. We have also not been able to retain the request for the merging of the grades of Support Assistant and Senior Support Assistant as the nature of duties performed by the two grades are completely different. Appropriate recommendations have, however, been made for these two grades. To enable us to formulate proper recommendations regarding the Head of Faculty/Department allowance being paid to the academics, we sought additional information. However, for want of same, we are not in a position to make any recommendation in this respect.
- 16.8 Overall, we consider the number of grades at the FDI to be adequate. We are, however, creating a grade of Management Support Officer; restyling the grade of Senior Support Assistant to a more befitting appellation and making recommendation for the scheme of service of the grade of Support Assistant to be amended. We have also, in the course of this exercise, re-assessed all the grades and taken into account all the necessary elements in arriving at the recommended salaries of the grades.

Management Support Officer (New Grade)

- 16.9 A case has been made by the staff side for the grade of Clerk/WPO to be restyled Management Support Officer (MSO) on the ground that the nature of duties performed by Clerk/WPOs and MSOs are similar. As explained earlier, we could not accede to this request as these two grades are required to operate at different levels. The grade of Clerk/WPO is the first level whilst incumbents in the grade of MSO should operate at a supervisory level. In view of the existing structure providing support services at the FDI, we, however, consider that there is reasonable ground for the creation of a grade of MSO on the establishment of the FDI to exercise supervision. Further, it will also provide a career path for the Clerk/WPOs. We are, thus, making an appropriate recommendation in that direction.

Recommendation 1

- 16.10 We recommend the creation of a grade of Management Support Officer. The mode of appointment and duties should be as recommended in the Introductory Chapter of this Volume.**

Workshop Assistant formerly Senior Support Assistant

- 16.11 As mentioned earlier, the request for the merging of the grades of Senior Support Assistant and Support Assistant could not be acceded to in view of the marked difference in the duties performed by the incumbents in the two grades. Further, while perusing the prescribed scheme of service of the grade of Senior Support Assistant, we have noted that it is filled through open competition and not from Support Assistants. Besides, incumbents in the grade are not required to supervise the work of

Support Assistants. In the circumstances, we consider the job title Senior Support Assistant to be misleading and are, therefore, restyling the grade to a more proper appellation to reflect the actual duties performed.

Recommendation 2

16.12 We recommend that the grade of Senior Support Assistant be restyled Workshop Assistant.

Scheme of Service - Support Assistant

16.13 During the consultative meetings, we were apprised that as per arrangements presently in force at the FDI, incumbents in the grade of Support Assistant are either posted to the Headquarters or the FDI Apparel Centre. While posted at the Headquarters, the incumbents are primarily required to provide assistance in the different units of the FDI whereas those posted at the FDI Apparel Centre perform machinist duties which require the possession of specific skills.

16.14 The existing scheme of service of the grade, however, does not portray a clear description of the actual duties being performed by the incumbents particularly for those posted at the FDI Apparel Centre. On the other hand, Management has confirmed the continued need for these two sets of duties. To address this issue, it may be argued that two different grades with specific duties could be provided on the establishment of the FDI. However, in view of the size of the organisation and given that the present arrangement is not hindering its proper functioning, it is considered that it would be more appropriate to have a polyvalent grade to perform these functions until such time that the organisation expands and requires a review of its organisation structure. In the given circumstances, we consider that the scheme of service of the grade should be reviewed and framed in such a manner that it encompasses both set of duties.

Recommendation 3

16.15 We recommend that the scheme of service of the grade of Support Assistant be amended to reflect the two sets of duties being performed by the incumbents at the Headquarters and the FDI Apparel Centre.

Technical Assistant/Senior Technical Assistant

16.16 Representations have been received from the staff side for the salary of the grade of Technical Assistant/Senior Technical Assistant to be aligned with what obtains for similar positions in other institutions. The Bureau has given due consideration to the request while conducting the job re-evaluation exercise, on the basis of which, we have provided an appropriate salary grading.

16. FASHION AND DESIGN INSTITUTE

SALARY SCHEDULE

**FDI 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**

General Worker

**FDI 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300
- 19525 x 325 - 21475 x 375 - 21850**

Support Assistant

**FDI 3 : 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

**FDI 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**

Workshop Assistant
formerly Senior Support Assistant

**FDI 5 : 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 - 26725**

General Assistant
General Assistant (Personal to employees of the School of Design of Ex-
IVTB)

**FDI 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant

**FDI 7 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**FDI 8 : 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 x 825 - 31525**

Technical Attendant (Maintenance) (Personal to employees of the School of
Design of Ex-IVTB)

16. FASHION AND DESIGN INSTITUTE (Contd)

**FDI 9 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator
Technical Assistant/Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Personal to employees of the
School of Design of Ex-IVTB)

**FDI 10 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer (New Grade)

**FDI 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk
Assistant Stores and Logistics Officer

**FDI 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**FDI 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Executive Clerk (Personal to employees of the School of Design of Ex-IVTB)

**FDI 14 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 39350 QB 40300 x 950 - 42200 x 1300 -
46100 x 1575 - 47675**

Instructor

**FDI 15 : 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**

Administrative Assistant
Assistant Finance Executive
Facilities and Maintenance Officer
IT Officer
Stores and Logistics Officer
Technician/Senior Technician

16. FASHION AND DESIGN INSTITUTE (Contd)

FDI 16 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Training Officer (Personal to employees of the School of Design of Ex-IVTB)
Training Officer (Personal to Training officers on the PPE of the Jewellery Centre of the MITD)

FDI 17 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Officer
Business Development Analyst
Business Development Officer (Ex-SMEDA) (Personal)
Marketing and Events Coordinator
Research Analyst
Resource Centre Coordinator
Training Officer

FDI 18 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Internal Auditor

FDI 19 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Business Development Analyst (Personal to incumbents in the grade of Coordinator of the School of Design of Ex-IVTB)

FDI 20 : 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 and HR Executive
Admissions, Examinations and Student Affairs Executive
Finance Executive
IT Executive
Lecturer
Media and Public Relations Executive
Project Executive
Quality Assurance Executive

FDI 21 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Product and Business Development Manager
Senior Lecturer

16. FASHION AND DESIGN INSTITUTE (Contd)

FDI 22 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Head, Business/Industry Development, Research and Consultancy
Head, Learning and Training
Head, Quality Assurance
Registrar

FDI 23 : Rs 119500

Director



17. FINANCIAL INTELLIGENCE UNIT

- 17.1 Set up in 2002, the Financial Intelligence Unit (FIU) is the central agency responsible for requesting, receiving, analysing and disseminating financial information concerning suspected proceeds of crime and alleged money laundering offences as well as the financing of any activity or transaction related to terrorism. By so doing, the FIU protects the integrity of our financial system and contributes to the safety of our citizens through deterrence of money laundering and terrorist financing.
- 17.2 Besides the above functions, the FIU has recently been entrusted with additional responsibilities. It is now the Enforcement Authority regarding asset recovery; the Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) regulator for the Real Estate and Jewelry sectors and is also responsible for the AML/CFT supervision of the three branches of the legal profession.
- 17.3 The organisation structure of the FIU comprises a Director at the apex, who is responsible for the smooth running of the Unit and the execution of the policies of the Board. He is supported in his tasks by an Assistant Director as well as an array of technical, professional and support staff at various levels. The total workforce of the FIU consists of some 39 officers who are staffed in the different units of the FIU, namely the Asset Recovery Investigation Division (ARID); Compliance Division; Systems Administration and Security Division; Financial Investigative Analysis Division and Legal/Corporate Affairs/Communications/Training Division.
- 17.4 In our last Report, we reinforced the structure of the FIU with the creation of the grades of IT Manager and Confidential Secretary and merged the grades of Intelligence Officer and Senior Intelligence Officer. Since then, to date, we have provided salaries for the grades of Legal Counsel and Manager, Financial Operations which were created on an *ad hoc* basis and re-assessed a few other grades on the basis of the proposed amendments to schemes of service.
- 17.5 For this review exercise, we received representations from a few individual employees pertaining to a review of their salaries and restyling of their grades. Given that these officers are not unionised and had made request to depone before the Bureau, we deemed it appropriate to hear them. In each case, the officers were lengthily explained as to why their requests for an upgrading of their salaries and restyling could not be considered. They were also provided with ample explanations on issues which do not fall within our purview and were even advised on the most appropriate course of action to be taken in such cases.
- 17.6 In so far as Management is concerned, a first meeting with the latter was held in September 2019 whereupon verbal requests were made for the creation of units and grades. However, given that the agreement of the Board was yet to be obtained, the FIU requested that it be given another opportunity to depone upon approval of its proposals, to which the Bureau agreed.
- 17.7 Thereafter, the only submission that was received concerned a review of salaries of a few grades. During the second meeting with the FIU, verbal proposals were once

again made for the creation of new levels and abolition of a few existing ones. Moreover, it undertook to forward written submission of these proposals as well as the proposed schemes of service for the new levels within a week's time. However, we received the submission after several months.

- 17.8 Despite the late submission, we have carefully examined each of the proposals made. We could not accede to the request for the creation of the grade of Financial Analysis Support Officer as not only the responsibilities that have been proposed for the grade already devolve upon existing ones but the proposed appellation also is in dissonance with the duties to be performed. Further, we could not accede to the request to provide for a level of Head, ARID (Asset-Recovery Investigation Division) as presently there is no dedicated grade on the establishment of the FIU to service the unit, which is mainly staffed by police officers. As regards the creation of the other levels, the Bureau has not been in a position to fathom out the need for these levels as the proposed schemes of service which would have allowed us to make a proper assessment were not submitted. However, should the FIU strongly feel the need to have these grades on its establishment, it may submit the relevant documents through the proper channel for examination by the Bureau on an *ad hoc* basis even after the publication of this Report.
- 17.9 The grade of Analyst (Operations) at the FIU is a polyvalent grade and incumbents are required to service the different Divisions. A representation was made to the effect that, at present, only Analysts (Operations) posted to the Financial Investigative Analysis Division can aspire to join the higher grades of Financial Intelligence Analyst, Senior Financial Intelligence Analyst and eventually Assistant Director. However, upon perusal of the existing scheme of service, we have noted that such is not the case and that all officers in the grade of Analyst (Operations), irrespective of their postings, can aspire for these positions provided they possess the required qualifications.
- 17.10 Overall, we consider the structure of the FIU to be appropriate to enable it to function properly. However, given that Management had stated during consultations that it does not have a proper legal department per se and does not require the grade of Legal Counsel which has remained unfilled since its creation, **we recommend that same be abolished.**

17. FINANCIAL INTELLIGENCE UNIT

SALARY SCHEDULE

FIU 1 : 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

General Assistant

FIU 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/General Assistant

17. FINANCIAL INTELLIGENCE UNIT (Contd)

- FIU 3 : 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 x 950 - 42200 x 1300 - 43500**
Assistant Office Secretary
Data Processing Assistant
- FIU 4 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- FIU 5 : 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**
Office Secretary
- FIU 6 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Accounting Technician (Personal to officer in post as at 31.12.15)
Data Intelligence Assistant
- FIU 7 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Intelligence Officer/Senior Intelligence Officer
- FIU 8 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Manager, Financial Operations
- FIU 9 : Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Analyst (Operations)
- FIU 10 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100**
Corporate Affairs Manager
IT Manager
Legal Manager

17. FINANCIAL INTELLIGENCE UNIT (Contd)

FIU 11 : Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Financial Intelligence Analyst
Head, Compliance

FIU 12 : Rs 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 110125

Senior Financial Intelligence Analyst

FIU 13 : Rs 119500

Assistant Director



18. FINANCIAL REPORTING COUNCIL

- 18.1 Established in 2004, the Financial Reporting Council (FRC) is Mauritius' independent regulator, responsible for promoting confidence in corporate reporting and good corporate governance. To this effect, the FRC sets accounting, auditing and corporate governance standards and codes as well as monitors and develops the quality and integrity of financial reporting and disclosure of public interest entities (PIEs) of corporate governance and audit in Mauritius.
- 18.2 In addition, the FRC provides advisory, consultancy and information services on any matter relating to its functions; licences auditors and maintains a register of licensed auditors; makes provision for training/seminars to facilitate implementation of accounting standards; and encourages feedback from all stakeholders to improve quality audit and financial and non-financial reporting.
- 18.3 The FRC carries out its business activities under five units, namely Audit Practice Review; Financial Reporting Review; Standards Implementation; Administration and Finance. These different units are staffed with a workforce comprising technical and supporting staff. All these officers provide assistance to the senior most Manager who is presently acting as Officer-in-Charge in the absence of the Chief Executive Officer.
- 18.4 In our previous Report, we provided for the creation of the grade of Administrative Secretary. Representations received from the staff side for this review exercise comprised, among others, upgrading and alignment of salaries with comparable levels; enhanced conditions of service; and provision of overseas training.
- 18.5 In so far as Management's submission is concerned, the latter made verbal proposals for the creation of six grades and abolition of the existing grade of Executive Officer (Personal). However, as the proposals had at that point in time not yet been endorsed by the Board, Management was requested to submit same in writing to the Bureau upon obtention of approval. When the written submissions were subsequently received, we noted that it consisted of a new set of requests comprising the creation of seven levels, restyling of grades; extension of salary scales; and increase in establishment size of various grades.
- 18.6 In the course of our examination of the above requests as well as the organisation structure of the Council, we found that there was considerable overlapping of duties between the grades of Technical Officer, Assistant Technical Executive and Technical Executive. To clarify such occurrences, we had a working session with Management and even conducted a site visit, at their request to have a better understanding of the work that devolves on the different levels.
- 18.7 During the site visit, the overlapping of duties between the grades was indeed confirmed. Nevertheless, we were also apprised that the FRC is in the process of seeking the assistance of a Consultant from the World Bank to review its organisation structure and work processes.

18.8 As a restructuring exercise is being envisaged, we consider that it would not be appropriate to make any major change to the existing structure at this juncture, particularly relating to the core grades, as it may jeopardise the whole restructuring exercise. Hence, except for the creation of a support level, we are in this Report, maintaining the existing structure. Based on our findings of the site visit and pending any restructuring of the organisation, we, however, strongly advise **Management to amend the schemes of service of the core grades so as to properly demarcate the different level of responsibilities involved**. Further, we have also, in the course of this review, conducted a job re-evaluation exercise of the existing grades during which we did pay particular attention to requests concerning salary upgrading.

ICT Technician (New Grade)

18.9 According to the FRC, most of its activities are computerised and the staff are equipped with laptops and computers. However, in the absence of a specific grade at the FRC, the latter has to invariably seek assistance from outside IT people for all its troubleshooting and other IT related problems. Such an arrangement is not practical and it hampers the smooth delivery of service. Hence, the FRC has requested for a specific grade to perform such duties. On the strength of the explanations put forward, we consider the justifications to be valid and we are thus making provision for a grade of ICT Technician.

Recommendation 1

18.10 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or Information Technology or an equivalent qualification acceptable to the Board.

18.11 Incumbent would be required, *inter alia*, to: install and configure hardware and common PC related software; provide preventing measures and technical support; operate computer systems; commission IT equipment; troubleshoot computer hardware and software; liaise with suppliers for repairs and maintenance of computer hardware and software; and develop and maintain multimedia products.

Movement beyond top

18.12 Presently, special provisions exist for officers in the grades of Technical Officer, Senior Financial Executive and Assistant Technical Executive who have reached their top salaries to move in the Master Salary Scale up to a certain salary point. This arrangement should continue to be in force.

Recommendation 2

18.13 We recommend that:

- (i) **officers in the grade of Technical Officer possessing a Degree in Finance or Accounting or ACCA Fundamentals (Skills) or an equivalent qualification and who:**

- (a) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 46100 on a personal basis;
- (b) join the grade as from the date of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,
- provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.
- (ii) officers in the grade of Senior Financial Executive possessing a Degree or an equivalent qualification and who:
- (a) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 61000 on a personal basis;
- (b) join the grade as from the date of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,
- provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.
- (iii) officers in the grade of Assistant Technical Executive who have reached the top salary and who:
- (a) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 68000 on a personal basis;
- (b) join the grade as from the date of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,
- provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

18. FINANCIAL REPORTING COUNCIL

SALARY SCHEDULE

FRC 1	:	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
		Office Attendant
FRC 2	:	Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525
		Senior Office Attendant

18. FINANCIAL REPORTING COUNCIL (Contd)

**FRC 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Messenger

**FRC 4 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephonist

**FRC 5 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator

**FRC 6 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**FRC 7 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**FRC 8 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Financial Operations Officer
formerly Financial Officer
Technical Officer

**FRC 9 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 46100**

Human Resource Executive

**FRC 10 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**

ICT Technician (New Grade)

**FRC 11 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x
1650 - 54200 x 1700 - 57600**

Senior Financial Executive

**FRC 12 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary

18. FINANCIAL REPORTING COUNCIL (Contd)

FRC 13 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Assistant Technical Executive

FRC 14 : Rs 55900 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375

Technical Executive

FRC 15 : Rs 88250 x 3125 - 97625

Manager

FRC 16 : Rs 110125

Chief Executive Officer



19. FISHERMEN INVESTMENT TRUST

- 19.1 The Fishermen Investment Trust (FIT) operates under the *aegis* of the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping. It envisions to be a key player in the fishing industry while empowering the fishermen community to be a partner in the socio-economic development of the country.
- 19.2 In accordance with its statutory provisions, the main aims of the FIT are to democratise access to the fishery resources of Mauritius and give due regard to the fishing community; develop projects and schemes for the empowerment and welfare of fishermen; and encourage and provide assistance to investors to set up a business in Mauritius. To this end, it targets, among others, artisanal fishermen and bank fishermen with a view to promoting the development and diversification of fishing operations and aquaculture.
- 19.3 While the management of the FIT rests with the Board of Directors, the Chief Executive Officer, who is at the helm of the organisation, is responsible for the execution of the Board's policies as well as control and management of the day-to-day business of the Trust. Presently, support services are provided by an officer in the grade of Finance and Investment Officer.
- 19.4 During the consultative meeting with Management, it was reported that FIT is not able to fulfill its mandate. Consequently, following an assessment exercise carried out, the Office of the Public Sector Governance has recommended the cessation of business at FIT.
- 19.5 In the light of this recommendation, we are only providing for salary scales of the existing grades.

19. FISHERMEN INVESTMENT TRUST

SALARY SCHEDULE

FIT 1	:	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
		Clerk/Word Processing Operator
FIT 2	:	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500
		Finance and Investment Officer
FIT 3	:	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700
		Administrative Secretary Project Co-ordinator

19. FISHERMEN INVESTMENT TRUST (Contd)

FIT 4 : Rs 94500

Chief Executive Officer



20. FISHERMEN WELFARE FUND

- 20.1 The Fishermen Welfare Fund Act provides for the setting up of the Fishermen Welfare Fund (FWF) with the objectives of, *inter alia*, advancing and promoting the welfare of registered fishermen and their families; developing schemes and projects for their welfare and managing and optimising the financial and other resources of the Fund to further their social and economic welfare.
- 20.2 Currently, the control of the affairs of the Fund are vested in a Board which takes policy decisions. On the other hand, the Secretary who is the head of the Fund, is responsible for the day-to-day management thereof and the execution of the Board's policies. He is assisted in his task by officers belonging to technical as well as support services grades.
- 20.3 During the consultative meeting held in the context of this review exercise, Management was apprised of those issues that were not under the purview of the Bureau and hence could not be acceded to. As far as the requests regarding restyling of the grades of Financial Officer and Welfare Development Officer are concerned, they could not be entertained as the issue was one of workload which is either addressed by filling of additional posts or by arranging for existing staff to put in extra hours. Management was informed accordingly.
- 20.4 Given the functions which devolve on the Fund, we are maintaining the present structure which is deemed to be fit for purpose. We are also upholding the provision for the payment of a monthly allowance to the General Worker for performing additional duties.

Allowance to General Worker

- 20.5 At present, the incumbent in the grade of General Worker is being paid a monthly allowance of Rs 750 for performing duties which normally devolve upon an Office Attendant. Given that incumbent is still carrying out these duties, we are maintaining payment of this allowance.

Recommendation 1

- 20.6 We recommend that the General Worker should continue to be paid an allowance equivalent to three increments at the salary point reached in his salary scale or a monthly allowance of Rs 750, whichever is higher, for performing Office Attendant duties.**

20. FISHERMEN WELFARE FUND

SALARY SCHEDULE

FWF 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

20. FISHERMEN WELFARE FUND (Contd)

FWF 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Office Attendant

FWF 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerk/Word Processing Operator

FWF 4 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

FWF 5 : 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

Welfare Development Officer

FWF 6 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Financial Operations Officer
formerly Financial Officer

FWF 7 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Secretary



21. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI)

- 21.1 The Food and Agricultural Research and Extension Institute (FAREI) operates under the *aegis* of the Attorney-General's Office, Ministry of Agro-Industry and Food Security. It envisions to help steer and promote the sustainable development of the National Agri-food System through the efficient application of research, development and training.
- 21.2 One of the main objectives of FAREI is to conduct research in non-sugar sector such as crops, livestock, forestry and provide an extension service to farmers in Mauritius and outer islands. The Institute is committed to support and implement priority Research, Development and Training programmes/projects; provide appropriate technologies for food security; and enhance competitiveness, sustainability and stakeholder equity across the agri-food value chains.
- 21.3 At FAREI, there are three main areas of activities, namely Crop Research, Livestock Research, and Extension and Training. The Chief Executive Officer is the accounting and responsible officer of the organisation and he is supported by officers in the scientific, professional, technical and other cadres.
- 21.4 In the last Report, the Bureau, among others, facilitated the integration exercise of the Food and Agricultural Research Council and Agricultural Research and Extension Unit into the FAREI and considerably strengthened its structure by providing the necessary grades to enable the organisation to deliver on its mandate.
- 21.5 For this review, Unions have made representations regarding payment of fees for training; creation of grades; upgrading in terms of salary for several grades at technical/ professional levels; payment of allowances for various purposes/tasks; restyling of certain grades; amendment in scheme of service for the grade of Extension Officer/Senior Extension Officer such that recruitment is made from serving officers; and payment of bad road allowance to technical grades, among others.
- 21.6 The Management side mainly proposed the creation of additional professional levels; restyling of several grades following re-organisation of activities; amending schemes of service; demerging of the grade of Office Attendant/Caretaker; and creating a three-level structure for the Office Attendant Cadre.
- 21.7 During consultative meetings, both Unions and Management were informed of those requests that could be addressed on an *ad hoc* basis. They were also apprised that for General Services grades, the matter would be considered in line with the policy of the Bureau evolved in that matter. In order to enable the Bureau to formulate appropriate recommendations, they were both requested to submit relevant information. The Bureau gave due consideration to every proposal and is making appropriate recommendations for those considered to be fair and reasonable.

Maintenance Officer

21.8 It has been observed that the salary granted to the grade of Maintenance Officer does not commensurate with the qualification requirements, level of duties and responsibilities of the grade. For the sake of uniformity across the public sector and also in fairness to grades performing duties of a similar nature, there is need to revisit the salary of the grade. The Bureau is, therefore, recommending accordingly.

Recommendation 1

21.9 We recommend that:

- (i) the grade of Maintenance Officer be made evanescent and incumbent in the grade be granted a personal salary; and**
- (ii) a grade of Maintenance Officer (Future Holder) be established with the same entry qualification requirements and duties as those of the Maintenance Officer (Personal).**

ICT Technician (New Grade)

21.10 At present, there exists a grade of IT Officer/Systems Administrator in the IT Unit of FAREI. It has been submitted by Management that there is need for a grade of IT Technician to assist in repairs, maintenance and troubleshooting and deal with IT related issues. We subscribe to the request and we are, therefore, making appropriate recommendation.

Recommendation 2

21.11 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or Information Systems or ICT or any related field from a recognised institution and reckoning at least two years' post-qualification experience in the field of IT.

21.12 Incumbent would be required, among others, to maintain, repair and administer the ICT equipment including all related peripherals; provide general technical guidance and support to end-users; devise appropriate systems of security in relation to hardware and software; troubleshoot network problems; and advise on the purchase of spare parts of ICT equipment and liaise with suppliers for repair or maintenance of ICT equipment.

Research Support Officer Cadre formerly Research Assistant Cadre

21.13 Union members requested that grades in the Research Assistant Cadre be restyled in line with the duties actually being performed by incumbents. The Bureau has no objection since the proposed appellation will better reflect the level of responsibility and the actual duties performed. We are, therefore, recommending accordingly.

Recommendation 3

21.14 We recommend that the grades in the Research Assistant Cadre be restyled as hereunder:

From	To
Research Assistant	Research Support Officer
Senior Research Assistant	Senior Research Support Officer
Principal Research Assistant	Principal Research Support Officer

Movement for Extension Assistants

21.15 Extension Assistants having drawn their top salary for a year presently move in the scale of the grade of Senior Extension Assistants. We are reviewing this provision.

Recommendation 4

21.16 We recommend that officers in the grade of Extension Assistant in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 43500 on a personal basis, on the conditions prevailing previously provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Movement for Assistant Research Scientist

21.17 Assistant Research Scientists possessing a Degree in Agriculture or an equivalent qualification are allowed to move incrementally beyond their top salary up to salary point Rs 54825 provided they meet certain conditions. We consider that this provision should be reviewed.

Recommendation 5

21.18 We recommend that officers in the grade of Assistant Research Scientists possessing a Degree in Agriculture or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 61000 on a personal basis;**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

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

Movement for Research Support Officer formerly Research Assistants

21.19 Research Support Officers *formerly Research Assistants* are presently allowed to proceed in the salary scale of the grade of Senior Research Support Officer *formerly Senior Research Assistant* provided they satisfy certain criteria. This provision is being reviewed.

Recommendation 6

21.20 We recommend that officers in the grade of Research Support Officer formerly Research Assistant in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 43500 on a personal basis, on the same conditions prevailing previously provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Human Resource Cadre

21.21 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Procurement and Supply Cadre

21.22 Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Internal Control Officer Cadre

21.23 Internal Control Officer/Senior Internal Control Officers are allowed to proceed beyond their top salary up to salary point Rs 42325 subject to having successfully completed specific papers. We are maintaining this provision and revising the salary point.

Recommendation 7

21.24 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) 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 the salary point of Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

ALLOWANCES

Allowance to Research Support Officers *formerly Research Assistants* and Senior Research Support Officers *formerly Senior Research Assistants*

21.25 Research Support Officers *formerly Research Assistants* and Senior Research Support Officers *formerly Senior Research Assistants* of the Livestock Section who are posted in outstations on a roster basis, are required to perform additional duties such as ensuring that procedures regarding milking, feeding of livestock and maintaining of sheds in appropriate hygienic conditions are properly adhered to. They are subsequently paid a monthly allowance of Rs 475 and Rs 585 respectively. Given that there is still need for the payment of this allowance, we are revising its quantum.

Recommendation 8

21.26 We recommend that officers in the grades of Research Support Officer *formerly Research Assistant* and Senior Research Support Officer *formerly Senior Research Assistant* in the Livestock Section should continue to be paid a monthly allowance of Rs 500 and Rs 615 respectively for performing additional duties when posted in outstations on a roster basis.

Allowance to Research Support Officers *formerly Research Assistants* for performing Transport Organiser's duties

21.27 Research Support Officers *formerly Research Assistants* are called upon to perform the duties of Transport Organiser against the payment of a daily allowance of Rs 105. Since this arrangement is still viewed as appropriate, we are revising the quantum of the allowance payable to the officers.

Recommendation 9

21.28 We recommend that officers in the grade of Research Support Officer *formerly Research Assistant* should be paid an allowance of Rs 110 per day, whenever they perform the duties of Transport Organiser.

Allowance to Handy Workers (Skilled)

21.29 A monthly allowance of Rs 575 is being paid to Handy Workers (Skilled) for performing additional duties in relation to other trades. Since this arrangement is considered appropriate, we are maintaining same while revising the quantum of the allowance.

Recommendation 10

21.30 We recommend that the monthly allowance payable to Handy Workers (Skilled) for performing additional duties in relation to other trades be revised to Rs 605.

Allowance to Drivers

21.31 Drivers who are required to drive vehicles of more than 3.5 tons but less than 5 tons are presently paid a monthly allowance of Rs 400 per month. Given that incumbents are still called upon to perform this task, we are revising the quantum of the allowance.

Recommendation 11

21.32 We recommend that Drivers who are required to drive on a regular basis, vehicles of more than 3.5 tons but less than 5 tons, be paid a monthly allowance of Rs 425.

Allowance to General Workers – Mushroom Unit

21.33 General Workers posted at the Mushroom Unit are called upon to carry out additional duties of rather technical nature on a regular basis. In this context, they are paid a monthly allowance equivalent to 1½ increments at the initial of their salary scale. We consider the rate payable to be appropriate and are, therefore, retaining same.

Recommendation 12

21.34 We recommend that General Workers performing duties of rather technical nature while posted at the Mushroom Unit should continue to be paid an allowance equivalent to one and a half increments at the initial of their salary scale.

21.35 We also recommend that General Workers, in post as at the eve of the publication of the 2021 Report, drawing a higher quantum of the allowance than what is recommended at paragraph 21.34 above, should continue to draw same on a personal basis.

21. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI)

**FAREI 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**

General Worker
General Worker (Ex-NFYFC) (Personal)
formerly Labourer

**FAREI 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300
- 19525 x 325 - 21475 x 375 - 22225**

Handy Worker

**FAREI 3 : 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

**21. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (FAREI) (Contd)**

**FAREI 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**

Gardener/Nursery Attendant
Insecticide Sprayer Operator
Office Attendant/Caretaker
Office Attendant (Ex-FSC) (Personal)
Research Facility Attendant
Stockman (Roster)

**FAREI 5 : Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475**

Irrigation/Pump Operator (Roster)

**FAREI 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 25000**

Senior Gardener/Nursery Attendant

**FAREI 7 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver
Driver/Office Attendant (Ex-FARC) (Personal)

**FAREI 8 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Field Supervisor
Senior Stockman

**FAREI 9 : 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**

Handy Worker (Skilled)

**FAREI 10 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Senior/Head Office Attendant

**FAREI 11 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 28225**

Head Gardener/Nursery Attendant

**21. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (FAREI) (Contd)**

**FAREI 12 : 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**

Telephonist/Receptionist

**FAREI 13 : 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**

Driver (Heavy Vehicles > 5 tons)

**FAREI 14 : 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**

Implement Operator

**FAREI 15 : 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 - 31525**

Laboratory Attendant

**FAREI 16 : 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**

Field Support Assistant (Ex-NFYFC) (Personal)

**FAREI 17 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator

**FAREI 18 : 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 -
37450**

Clerk/Senior Clerk (Ex-FSC) (Personal)

**FAREI 19 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**FAREI 20 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk

Assistant Procurement and Supply Officer

**21. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (FAREI) (Contd)**

**FAREI 21 : 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 x 950 -
38400**

Extension Assistant
Research Support Officer
formerly Research Assistant

**FAREI 22 : 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 - 37450 x 950 - 40300**

Laboratory Technician
Transport Organiser

**FAREI 23 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**FAREI 24 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Senior Extension Assistant
Senior Research Support Officer
formerly Senior Research Assistant
Senior Technical Assistant (Ex-FSC) (Personal)

**FAREI 25 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900
- 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 44800**

Office Management Assistant

**FAREI 26 : 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**

Internal Control Officer/Senior Internal Control Officer

**FAREI 27 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 46100**

Human Resource Officer /Senior Human Resource Officer
Procurement and Supply Officer/Senior Procurement and Supply Officer

**FAREI 28 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**

ICT Technician (New Grade)
Maintenance Officer (Future Holder)

**21. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (FAREI) (Contd)**

FAREI 29 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

Principal Extension Assistant
Principal Research Support Officer
formerly Principal Research Assistant

FAREI 30 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250

Accounts Officer/Senior Accounts Officer

FAREI 31 : 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

FAREI 32 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550

Office Superintendent

FAREI 33 : 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 - 54200

Assistant Research Scientist

FAREI 34 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900

Stores Superintendent

FAREI 35 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Maintenance Officer (Personal)

FAREI 36 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Business Development Officer
Librarian

**21. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (FAREI) (Contd)**

FAREI 37 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Accountant
Human Resource Officer (Personal)

FAREI 38 : 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

Commercial Executive/Senior Commercial Executive (Ex-SMEDA) (Personal)
Economist/Senior Economist

FAREI 39 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Biometrician/Senior Biometrician
Extension Officer/Senior Extension Officer
Research Scientist/Senior Research Scientist (Animal Health)
Research Scientist/Senior Research Scientist (Crops)
Research Scientist/Senior Research Scientist (Entomology)
Research Scientist/Senior Research Scientist (Livestock Research)
Research Scientist/Senior Research Scientist (Plant Pathology)
Station/Laboratory Manager

FAREI 40 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

IT Officer/Systems Administrator

FAREI 41 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Administrative Manager
HR Manager
Internal Auditor/Senior Internal Auditor

FAREI 42 : 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

Agricultural Engineer/Senior Agricultural Engineer

FAREI 43 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Manager, Finance

**21. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (FAREI) (Contd)**

FAREI 44 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800

Senior Extension Officer (Personal to officers in post as at 31.12.15)

FAREI 45 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100

Agricultural Coordinator
Business Development Manager
Principal Biometrician
Principal Extension Officer
Principal Research Scientist (Animal Health)
Principal Research Scientist (Livestock Research)
Principal Research Scientist (Crops)
Principal Research Scientist (Entomology)
Principal Research Scientist (Plant Pathology)

FAREI 46 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Principal Agricultural Engineer

FAREI 47 : Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Laboratory and Nursery Manager (Ex-FARC) (Personal)

FAREI 48 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Assistant Director (Crops)
Assistant Director (Extension and Training)
Assistant Director (Livestock)

FAREI 49 : Rs 110125

Director

FAREI 50 : Rs 119500

Chief Executive Officer

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL

SALARY SCHEDULE

(All salaries are personal to holders of the post)

- FARC 1 : Rs 21150**
Safety and Health Officer (Part-Time) (AREU) (Personal)
- FARC 2 : 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 (AREU/FARC) (Personal)
General Worker (Ex-NFYFC) (Personal)
formerly Labourer
- FARC 3 : 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 (AREU) (Personal)
- FARC 4 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625**
Farm Worker (Ex-NFYFC) (Personal)
- FARC 5 : 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 (AREU) (Personal)
- FARC 6 : 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 (Personal)
formerly Gardener/Nurseryman (AREU/FARC)
Insecticide Sprayer Operator (AREU) (Personal)
formerly Insecticide Sprayerman (AREU)
Office Attendant/Caretaker (AREU/FARC) (Personal)
Research Facility Attendant (AREU) (Personal)
Stockman (Roster) (AREU) (Personal)
- FARC 7 : Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475**
Irrigation/Pump Operator (Roster) (AREU) (Personal)
- FARC 8 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000**
Senior Gardener/Nursery Attendant (AREU/FARC) (Personal)
formerly Senior Gardener/Nurseryman (AREU/FARC)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

**FARC 9 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

*Driver (AREU) (Personal)
formerly Driver/Office Attendant (AREU)
Driver/Office Attendant (FARC) (Personal)
formerly Office Attendant/Driver (FARC)*

**FARC 10 : 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**

*Field Supervisor (AREU) (Personal)
formerly Gangman (AREU)
Senior Stockman (AREU) (Personal)*

**FARC 11 : 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**

Handy Worker (Skilled) (AREU) (Personal)

**FARC 12 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Senior/Head Office Attendant (AREU) (Personal)

**FARC 13 : 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 - 29050**

Implement Operator (AREU) (Personal)

**FARC 14 : 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**

Telephonist/Receptionist (AREU) (Personal)

**FARC 15 : 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**

Driver (Heavy Vehicle > 5 tons) (AREU) (Personal)

**FARC 16 : 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 - 31525**

Laboratory Attendant (AREU/FARC) (Personal)

**FARC 17 : 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 - 33175**

Receptionist/Assistant Clerk (FARC) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

**FARC 18 : 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**

Audiovisual Assistant (AREU) (Personal)

**FARC 19 : 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**

Field Support Assistant (Ex-NFYFC) (Personal)

**FARC 20 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator (AREU/FARC) (Personal)

Library Clerk (AREU) (Personal)

**FARC 21 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk (AREU/FARC) (Personal)

Assistant Procurement and Supply Officer (AREU/FARC) (Personal)

Data Processing Assistant (AREU) (Personal)

**FARC 22 : 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 x 950 -
38400**

Extension Assistant (AREU) (Personal)

Research Assistant (AREU) (Personal)

**FARC 23 : 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 - 37450 x 950 - 40300**

Laboratory Technician (FARC) (Personal)

Transport Organiser (AREU) (Personal)

**FARC 24 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Internal Control Officer (FARC) (Personal)

**FARC 25 : 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 - 43500**

Cartographer (AREU) (Personal)

Visual Artist (Graphics) (AREU) (Personal)

**FARC 26 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary (AREU/FARC) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

**FARC 27 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Higher Executive Officer (AREU) (Personal)
Human Resource Officer (AREU) (Personal)
Procurement and Supply Officer (AREU) (Personal)
Senior Extension Assistant (AREU) (Personal)
Senior Research Assistant (AREU) (Personal)

**FARC 28 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 46100 x 1575 - 47675**

Accounting Technician (FARC) (Personal)

**FARC 29 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 47675**

Principal Research Assistant (AREU) (Personal)

**FARC 30 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 46100 x 1575 - 49250**

Accounts Officer/Senior Accounts Officer (AREU) (Personal)

**FARC 31 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 52550**

Office Superintendent (AREU) (Personal)

**FARC 32 : 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
- 54200**

Assistant Research Scientist (AREU/FARC) (Personal)

**FARC 33 : 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 x 1650 - 54200**

*Technical Officer/Senior Technical Officer (Equipment Maintenance) (AREU)
(Personal)*

**FARC 34 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 55900**

Stores Superintendent (AREU) (Personal)

**FARC 35 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Maintenance Officer (AREU) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

FARC 36 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Librarian (AREU) (Personal)

FARC 37 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Accountant (FARC) (Personal)

Human Resource Officer (AREU) (Personal)

Internal Auditor (AREU) (Personal)

FARC 38 : Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Extension Officer (AREU) (Personal)

FARC 39 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Administrative Manager (AREU/FARC) (Personal)

HR Manager (AREU) (Personal)

FARC 40 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

IT Officer/Systems Administrator (AREU) (Personal)

FARC 41 : Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Agricultural Engineer/Senior Agricultural Engineer (AREU) (Personal)

Assistant Programme Manager (FARC) (Personal)

Biometrician/Senior Biometrician (AREU) (Personal)

Economist/Senior Economist (AREU) (Personal)

Research Scientist/Senior Research Scientist (AREU/FARC) (Personal)

Station/Laboratory Manager (AREU) (Personal)

FARC 42 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Manager, Accounts Section (AREU) (Personal)

Senior Extension Officer (AREU) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

FARC 43 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100

Agricultural Coordinator (AREU) (Personal)
Business Development Manager (AREU) (Personal)
Information, Liaison and Documentation Officer (FARC) (Personal)
Principal Agricultural Engineer (AREU) (Personal)
Principal Biometrician (AREU) (Personal)
Principal Economist (AREU) (Personal)
Principal Extension Officer (AREU) (Personal)
Principal Research Scientist (Animal Health) (AREU) (Personal)
Principal Research Scientist (Animal Production) (AREU) (Personal)
Principal Research Scientist (Crops) (AREU) (Personal)
Principal Research Scientist (Entomology) (AREU) (Personal)
Principal Research Scientist (Plant Pathology) (AREU) (Personal)

FARC 44 : Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Laboratory and Nursery Manager (FARC) (Personal)
Programme Manager (FARC) (Personal)

FARC 45 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Assistant Director (Crops) (AREU) (Personal)
Assistant Director (Extension and Training) (AREU) (Personal)
Assistant Director- General (FARC) (Personal)
Assistant Director (Livestock) (AREU) (Personal)

FARC 46 : Rs 103875

Deputy Director (AREU) (Personal)

FARC 47 : Rs 119500

Director (AREU) (Personal)
Director General (FARC) (Personal)



22. GAMBLING REGULATORY AUTHORITY

- 22.1 The Gambling Regulatory Authority (GRA) which is administered and managed by a Board, is a body corporate established under the provision of the Gambling Regulatory Authority Act 2007. As a regulatory body, the Authority is responsible mainly for the issue of gambling licences and collection of license fees from stakeholders. To this end, the activities of the GRA are organised under nine functional Divisions viz Gambling Inspectorate; Gambling Licensing; Integrity and Compliance; Horse-Racing; IT; Prosecution and Legal; Communication and Responsible Gambling; Administration and HR; and Finance. Each Division has its own specificity, responsibility and contribution towards the achievement of the Authority's goals.
- 22.2 As provided in its Act, the responsibility for the execution of the policy of the Board and the control and management of the day-to-day business of the Authority is vested upon the Chief Executive. He is supported in his tasks by staff belonging to the professional, technical, general services and workmen's grades.
- 22.3 In the last review, the structure of the Authority was reinforced through the creation of additional levels and the grade of Officer (General Services) was restyled with a view to aligning the job appellation with similar grades in the Parastatal Bodies as well as to better reflect the nature of duties befalling on the incumbent. Subsequent to the publication of the 2016 PRB Report, a few functional grades which justified the operational requirements, have been created on an *ad hoc* basis and the Bureau provided the respective salary.
- 22.4 For this review exercise, the representations pertain mainly to restyling the core grades as well as provision of 70% duty free facilities and grant of uniform allowance to officers in the grade of Gambling Regulator and Investigator. During consultations, Management was apprised that the Bureau could not accede to requests for restyling where it is found to have grading implications or no nexus with the duties and responsibilities associated with the posts. On the issue of duty-free facilities, parties were informed that the organisation should participate in the survey on Travelling and Car Benefits. They were equally informed that request for uniform allowance should be submitted to the Standing Committee on Uniforms set up at the level of the Ministry of Public Service, Administrative and Institutional Reforms.
- 22.5 The present organisation structure is adequate to enable the GRA meet its objectives. Nevertheless, we are in this Report, creating the grade of Human Resource Officer/Senior Human Resource Officer to provide support in the Administration and HR Division while restyling the grade of Public Relations/Responsible Gambling Officer to better reflect the duties and responsibilities.

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

- 22.6 After the publication of the last PRB Report, a grade of Human Resource Management Officer was created on an *ad hoc* basis to shoulder all human resource functions. Thereafter, the grade of Administrative and Human Resource Manager was created,

against abolition of the former grade, to absorb the Secretary of ex-Lottery Committee who had been redeployed at the Authority.

- 22.7 The Bureau has been apprised that, with the expanded role of the GRA, there is an imperative need to reinstate the grade of Human Resource Management Officer to assist the Administrative and HR Manager in the formulation and implementation of HR strategies and to ensure the efficient functioning of the Division.
- 22.8 During consultation, the Bureau reiterated its stand regarding the abolition of the grade of Human Resource Management Officer in view of the fact that there is major overlapping of duties with the grade of Administrative and HR Manager. Management was, however, advised that a grade of Human Resource Officer/Senior Human Resource Officer may instead be created to which they subscribed. We are making recommendation to that effect.

Recommendation 1

- 22.9 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. Appointment to the grade, the duties to be performed and the provision for movement beyond top salary should be in line with the recommendations made in the Introductory Chapter of this Volume.**

Communication and Responsible Gambling Officer formerly Public Relations/Responsible Gambling Officer

- 22.10 It has been submitted that the appellation of the grade of Public Relations/Responsible Gambling Officer should be reviewed as it is not in consonance with the duties performed and responsibilities shouldered by incumbent. A scrutiny of the Job Description Questionnaire justified the proposal and hence, we are restyling the grade to a more appropriate job title.

Recommendation 2

- 22.11 We recommend that the grade of Public Relations/Responsible Gambling Officer be restyled Communication and Responsible Gambling Officer.**

Abolition of grade

- 22.12 The grade of Administrative and Human Resource Manager was created on the establishment of the GRA on an *ad hoc* basis, in October 2018, to absorb the Secretary of the ex-Lottery Committee, against abolition of the grade of Human Resource Management Officer as there was major overlapping of duties between the two grades. **We are, therefore, abolishing the grade of Human Resource Management Officer.**

22. GAMBLING REGULATORY AUTHORITY

SALARY SCHEHDULE

- GRA 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**
General Worker (Ex- Lottery Committee) (Personal)
- GRA 2 : 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**
Office Assistant
- GRA 3 : 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**
Driver/Office Attendant (on Roster)
Driver/Office Attendant (on Roster) (Ex-Lottery Committee) (Personal)
- GRA 4 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator
- GRA 5 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
formerly Clerk/Word Processing Officer
- GRA 6 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- GRA 7 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- GRA 8 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Procurement and Supply Officer
- GRA 9 : 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

22. GAMBLING REGULATORY AUTHORITY (Contd)

**GRA 10 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**

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

**GRA 11 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
-41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**

Accounting Technician

**GRA 12 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary
Anti-Money Laundering Officer
Betting Analyst
Gambling Regulator and Investigator
Legal Affairs Officer

**GRA 13 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Anti-Doping and Equine Regulator and Investigator
Communication and Responsible Gambling Officer
formerly Public Relations/Responsible Gambling Officer
Systems Analyst

**GRA 14 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Accountant
Auditor

**GRA 15 : Rs 31525 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 and Human Resource Manager

**GRA 16 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800**

Information System Officer

**GRA 17 : Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400
x 1800 - 69800 x 2000 - 73800**

Chief Gambling Regulator and Investigator
Lead Anti-Money Laundering Officer
Manager, Information Technology

22. GAMBLING REGULATORY AUTHORITY (Contd)

GRA 18 : Rs 110125
Chief Executive



23. HIGHER EDUCATION COMMISSION

- 23.1 Following the repeal of the Tertiary Education Commission (TEC) Act No 9 of 1988, the Higher Education Commission (HEC) was set up on 17 January 2020. This corporate body is governed by the Higher Education Act 2017 and is responsible, *inter alia*, to: monitor and oversee the higher education sector; ensure the rationalisation of teaching programmes in public higher education institutions; promote the development of higher education, academic research and training facilities; support and facilitate the implementation of the national higher education strategy of the Government and support the development of cultural life.
- 23.2 As per provision of the Higher Education Act, a Commissioner is at the apex of the organisation and equally serves as Chief Executive. The latter is responsible for the execution of the policy of the Board and control and management of the day-to-day business of the organisation.
- 23.3 Officers of certain grades of the ex-TEC are currently serving the HEC until the establishment of a proper structure and their subsequent integration in the new organisation. In this context, Management forwarded proposals regarding the structure to be established and proposed schemes of service of various grades as part of the integration exercise of employees of the ex-TEC who would now serve the HEC. The staff side equally submitted representations on the organisation structure, conditions of service and enhanced benefits.
- 23.4 It is worth pointing out that the proposals of Management and the staff side were received at a time when the Bureau already reached the final stage of preparation of the Report. Moreover, employees of a defunct organisation need to be integrated in a new one. Given that the integration exercise has not been completed, the Bureau is not in a position to make recommendations on the structure of the new organisation.
- 23.5 In the above context, we deem it more appropriate to conduct the restructuring exercise at the HEC on an *ad hoc* basis. However, we are providing for revised salaries of all grades obtainable at the ex-TEC.

Specific Conditions

- 23.6 At the ex-TEC, special provisions were made for movement beyond top salary for incumbents in the grade of Human Resource Officer/Senior Human Resource Officer, graduates and professionals. A recommendation was also made for the grant of 70% duty exemption on the purchase of a car with respect to eligible officers in grades requiring a Degree. Given that general provisions have been made in these respect in the relevant Volumes, we did not deem it appropriate to replicate same.

23. EX-TERTIARY EDUCATION COMMISSION

SALARY SCHEDULE

TEC 1 : 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

Office Attendant (Personal)

TEC 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver (Personal)

Driver/Office Attendant (Personal)

TEC 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225

Senior/Head Office Attendant (Personal)

TEC 4 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephone Operator (Personal)

TEC 5 : 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

Technical Assistant (Personal)

Word Processing Operator (Personal)

TEC 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer/Higher Clerical Officer (Personal)

TEC 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer (Personal)

TEC 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Assistant Financial Officer (Personal)

Executive Officer (Personal)

TEC 9 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary (Personal)

23. EX-TERTIARY EDUCATION COMMISSION (Contd)

- TEC 10 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Financial Officer (Personal)
Higher Executive Officer (Personal)
formerly Higher Executive Officer, TSMTF
Procurement and Supply Officer (Personal)
- TEC 11 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Office Management Assistant (Personal)
- TEC 12 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer (Personal)
- TEC 13 : 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**
Safety and Health Officer/Senior Safety and Health Officer (Personal)
- TEC 14 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Internal Control Officer (Personal)
- TEC 15 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Officer (Personal)
- TEC 16 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Office Superintendent (Personal)
- TEC 17 : 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 x 1650 - 54200**
Technician/Senior Technician (Personal)
- TEC 18 : 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 QB 49250 x 1650 - 54200 x 1700 - 62700**
Public Relations Officer (Personal)

23. EX-TERTIARY EDUCATION COMMISSION (Contd)

TEC 19 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Assistant Secretary (Personal)
Programme Officer (Personal)
Statistician (Personal)

TEC 20 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Technologist (Personal)

TEC 21 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Systems Administrator (Personal)

TEC 22 : Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Legal Officer (Personal)

TEC 23 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Deputy Financial Controller (Personal)
Head, Centre for Instrumentation Service (Personal)

TEC 24 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Deputy Secretary (Personal)

TEC 25 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Distance Education Officer (Personal)
Planning Officer (Personal)
Quality Assurance and Accreditation Officer (Personal)
Research Officer (Personal)

TEC 26 : Rs 94500 x 3125 - 103875

Financial Controller, Head Finance Division (Personal)
Head, Distance Education and Open Learning Division (Personal)
Head, Quality Assurance and Accreditation Division (Personal)
Head, Research and Planning Division (Personal)
Secretary and Head Administration Division (Personal)

23. EX-TERTIARY EDUCATION COMMISSION (Contd)

TEC 27 : Rs 119500
Deputy Executive Director (Personal)

TEC 28 : Rs 163250
Executive Director (Personal)



24. HINDI SPEAKING UNION

- 24.1 The Hindi Speaking Union (HSU) is responsible to promote and encourage: correspondence, debates and other activities in Hindi between universities, colleges, schools and other bodies situated either in Mauritius or in another country; and the publication, exhibition, distribution and sale of Hindi books, magazines, newspapers. To this end, it carries out its activities under the patronage of the Ministry of Arts and Cultural Heritage.
- 24.2 An Executive Council manages the Union, with a President at its head and the responsibility for the day-to-day management rests with the Administrative Secretary, who, in turn is assisted by staff belonging to grades providing support services.
- 24.3 In the context of this Report, the main proposals made by Management relate to the creation of the grade of Management Support Officer and review of the scheme of service of existing grades.
- 24.4 We have duly analysed the representations made during the consultative meeting, and the HSU was apprised on issues that do not fall under the purview of the Bureau.

Clerk/Word Processing Operator

- 24.5 The HSU proposed the creation of a grade of Management Support Officer to support the Administrative Secretary in his duties. A close look at the level of duties and responsibilities that would devolve on incumbent shows that a support grade at entry level would suffice, with Hindi as one of the requirements. Since the grade of Clerk/Word Processing Operator already exists on the establishment of the HSU, the creation of another grade performing duties of similar nature is not warranted. It is considered that a review of the qualification requirement of the existing grade of Clerk/Word Processing Operator would enable the HSU to recruit staff with the desired profile and meet its objectives. We are making a recommendation in that direction.

Recommendation 1

- 24.6 We recommend that the scheme of service of the grade of Clerk/Word Processing Operator be amended so that, in future, appointment thereto be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English language, French, Mathematics and Hindi, a Cambridge Higher School Certificate with passes in at least two subjects including Hindi and a Certificate in Typewriting (30 words per minute) or a Certificate in Word/Data Processing.**

24. HINDI SPEAKING UNION**SALARY SCHEDULE**

**HSU 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**

General Worker

**HSU 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant

**HSU 3 : 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 x 825 - 31525**

Motivator

**HSU 4 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator
Library Clerk

**HSU 5 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary



25. HUMAN RESOURCE DEVELOPMENT COUNCIL

- 25.1 The Human Resource Development Council (HRDC) was set up as a body corporate by the HRDC Act 2003. Previously under the purview of the Prime Minister's Office, the HRDC now operates under the *aegis* of the Ministry of Labour, Human Resource Development and Training and Commerce and Consumer Protection.
- 25.2 Its main functions are, among others, to advise the Minister on the formulation of human resource development policies and strategies; administer, control and operate the National Training Fund; establish linkages between the education and training systems and the workplace; commission research in the field of human resource development; initiate and monitor studies on the relevance and impact of training activities in relation to the socio-economic development of the country; promote knowledge management and benchmarking at enterprise and national levels to improve the effectiveness of human resource development; and identify and monitor the implementation of appropriate skills development and apprenticeship schemes and programmes.
- 25.3 The HRDC has embarked on several national projects such as the Artificial Intelligence Skills Development support programme; the Oracle Workforce Development Program; the National Skills Development Strategy 2020-2024; and the sectoral Skills Development Scheme in a bid to enhance the overall skills development system in Mauritius such that the existing and potential workforce of the country becomes more responsive to upcoming challenges and also to have a strong pool of in-country talent.
- 25.4 Responsibility for the execution of the policy of the Council and for the carrying out, controlling and managing of the day-to-day business and activities of the Council rests upon the Director, who is at the apex of the organisation. He is supported by one Deputy Director and three Managers. The HRDC is also manned by officers of professional grades and supporting staff.
- 25.5 In the context of this Report, the Bureau carried out consultative meetings with both the Union and Management of the HRDC. The requests of the Union were mainly for the creation and restyling of grades and an upward review of salary while the submissions of Management pertain to the creation of the grades of Human Resource Officer/Senior Human Resource Officer; Head, IT Unit; and Project Coordinator and the review in salary of some specific grades.
- 25.6 Both the Union and Management were apprised of the Bureau's policy for the creation of grades, which is based on the functional needs of the organisation. The request for the creation of a Head, IT Unit was examined and it was observed that the grade of Systems Administrator already exists at the HRDC and is already entrusted with the responsibility for the proper running of online application system of levy grant scheme, among others. They were also explained that restyling a grade is done in cases where there is a mismatch between appellation of the grade and the duties being performed.

25.7 However, the Bureau has examined all proposals and is making appropriate recommendations to enable the HRDC to better deliver on its mandate.

Administrative/Human Resource Management Officer

25.8 At present, the qualification requirement for appointment to the grade of Administrative/Human Resource Management Officer is a Degree in the relevant field together with at least two years' experience in the administrative field or a Diploma with at least four years' experience in an administrative position. The Bureau considers that there is a mismatch in the qualification requirement since a professional qualification with two years' relevant experience cannot be equated to those of a Diploma with four years' experience. Consequential amendment is being brought to the qualification requirements to better reflect the level of operation and work complexity of the grade.

Recommendation 1

25.9 We recommend that, in future, appointment to the grade of Administrative/Human Resource Management Officer at the HRDC should be made by selection from among candidates possessing a Degree in the relevant field and reckoning at least two years' experience at administrative level. The foregoing has been taken into consideration while determining the salary scale of the grade.

25.10 During consultations, both Management and the staff side submitted that the HRDC has an establishment of 62 employees and requested for the creation of a grade of Human Resource Officer/Senior Human Resource Officer to ensure the proper functioning of the HR Department. However, the Bureau, while examining the request, has observed that HR functions are included in the scheme of service for the grade of Administrative/Human Resource Management Officer.

25.11 In view of the current staff size at the HRDC and the existing provision for the conduct of HR functions, the Bureau considers that an additional grade is not warranted at this stage. **The Bureau, however, holds that Management of the HRDC should ensure that Administrative/Human Resource Management Officers carry out/monitor HR matters of the organisation, hence ensuring a smooth running of the HR Department as well as the proper implementation of HR policies as stipulated in the scheme of service of the grade.**

Assistant Procurement and Supply Officer (New Grade)

25.12 We have been informed that the post of Procurement and Supply Officer/Senior Procurement and Supply Officer at the HRDC is vacant since November 2017. The post was re-advertised in 2019 but none of the two qualified candidates turned up for interview. Management canvassed that there is a dire need to fill in the post or at least to create a level which could provide the service of Procurement and Supply. To enable continuous delivery of service, the Bureau is creating a grade of Assistant Procurement and Supply Officer.

Recommendation 2

25.13 We recommend the creation of a grade of Assistant Procurement and Supply Officer. The mode of appointment to the grade should be in line with the provisions made in the Introductory Chapter of this Volume.

25.14 Incumbent would, among others, be required to perform procurement, store keeping and stock control duties in accordance with regulations in force; carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus; ensure that physical quantities tally with quantities in stores ledger; and assist in any assignment related to procurement, supply and warehousing operations.

Procurement and Supply Officer/Senior Procurement and Supply Officer

25.15 Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Senior Research and Development Officer

25.16 In our last Report, specific provisions were made for officers in the grade of Senior Research and Development Officer to move incrementally in the Master Salary Scale. We are revising the salary point.

Recommendation 3

25.17 We recommend that incumbents in the grade of Senior Research and Development Officer should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 75800 provided they satisfy the performance criteria as laid down in the Introductory Chapter of this Volume.

Enhanced Pension Benefits for PhD Holders of the HRDC

25.18 At present, officers of the Research and Project Division holding a relevant PhD degree recognised by the Council and who are performing duties related to research are granted enhanced pension benefits. In the context of this Report, the whole issue has been re-examined with a view to bring some harmonisation across Parastatal Bodies. In the light of the findings of the study, we are revisiting the eligibility criteria, limiting it to officers who are effectively involved in research activities on a regular basis. We are, therefore, recommending in that direction.

Recommendation 4

25.19 We recommend that officers of the Research and Project Division, in a professional level or above, holding a PhD Degree recognised by the Council and who are effectively engaged in research activities on a regular basis, should be eligible for four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of 40 months.

Adhoc allowance to employees in the grade of Driver/Messenger

25.20 In the preceding Report, the Bureau recommended that Management considers the advisability of granting an *ad hoc* allowance to officers in the grades of Driver/Messenger and Driver/Messenger (Personal) who are regularly called upon to carry out repairs and maintenance works.

25.21 In the context of this Report, Management apprised the Bureau that repairs and maintenance works were contracted out to external suppliers and same arrangement would prevail in the future. As such incumbents in the grades of Driver/Messenger and Driver/Messenger (Personal) have not been granted any *ad hoc* allowance.

25.22 Since the HRDC would continue to contract out repairs and maintenance works, the Bureau considers that the provision for the payment of an *ad hoc* allowance to incumbents in the grades of Driver/Messenger and Driver/Messenger (Personal) no longer hold and should lapse.

25. HUMAN RESOURCE DEVELOPMENT COUNCIL

SALARY SCHEDULE

**HRDC 1 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Messenger

**HRDC 2 : 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**

Handy Worker (Skilled)

**HRDC 3 : 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 x 825 - 29050**

General Assistant/Senior General Assistant

**HRDC 4 : 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 - 29050**

General Assistant/Senior General Assistant (personal to employees in post as at 30.06.2008)

**HRDC 5 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**HRDC 6 : 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 - 29875**

Driver/Messenger (personal to employees in post as at 30.06.2008)

25. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

- HRDC 7 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer
- HRDC 8 : 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 - 35650 x 900 - 36550**
Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator
(personal to holder in post as at 30.06.2008)
- HRDC 9 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- HRDC 10 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Accounts Clerk
Assistant Procurement and Supply Officer (New Grade)
- HRDC 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Executive Assistant/Senior Executive Assistant
- HRDC 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- HRDC 13 : 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
- HRDC 14 : Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Inspection and Monitoring Officer (Roster)
- HRDC 15 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600**
Accounting Technician/Senior Accounting Technician

25. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

HRDC 16 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 QB 49250 x 1650 - 54200 x 1700 - 57600

Accounting Technician/Senior Accounting Technician (Personal to holder in post as at 30.06.2008)

HRDC 17 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Business Development Officer (Ex-SMEDA) (Personal)
Research and Development Officer

HRDC 18 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

IT Officer

HRDC 19 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Accountant (Ex-SMEDA) (Personal)

HRDC 20 : Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Public Relations and Communication Officer

HRDC 21 : Rs 29050 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/Human Resource Management Officer

HRDC 22 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

HRDC 23 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Senior Research and Development Officer
Systems Administrator

HRDC 24 : Rs 55900 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Research and Development Coordinator

25. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

HRDC 25 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Head, National Training Fund Unit

HRDC 26 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 100750

Manager, Corporate
Manager, Finance
Manager, Research and Projects

HRDC 27 : Rs 110125

Deputy Director

HRDC 28 : Rs 119500

Director



26. IRRIGATION AUTHORITY

- 26.1 In accordance with the Irrigation Authority Act No. 39 of 1978, the Irrigation Authority (IA) has as objects to study the development of irrigation; implement and manage irrigation projects in every irrigation area; and undertake research into the optimum use of water.
- 26.2 Its organisational structure comprises six main Units/Departments namely Administration; Accounts; Internal Audit; Irrigation Planning; Construction and Supervision; and Operation and Maintenance. Each Unit/Department has its own specificity and contribution towards the achievement of the Authority's objectives. The Units/Departments are under the responsibility of a Head assisted by technical and supporting staff.
- 26.3 The General Manager, being at the apex of the organisation, has the overall responsibility of maintaining and promoting the proper administration of the Authority. He is assisted by a complement of staff comprising professionals, technical and General Services grades.
- 26.4 For this review, the representations of both Management and Unions pertain mainly to: creating additional levels; restyling and/or merging of grades; amending schemes of service; upgrading/alignment of salary; granting duty free facilities; and enhancing conditions of service. Requests which were contemplated to have technical implications were not retained and parties were so apprised during the consultative meetings. Alternative courses of action were also proposed to Management that would ease service delivery and effective administration of the Authority viz setting up of a Human Resource Section; granting of an allowance to officers performing duties of a higher nature; increasing the number of posts of Accounts Clerk, Financial Officer and Clerical Officer/Higher Clerical Officer. As regards amending the scheme of service, parties were informed that the onus rests with Management after consultation with relevant stakeholders.
- 26.5 During consultations, union members raised their qualms on two main issues: firstly, a few category of employees are acting in a higher capacity for more than 20 years which is causing frustration among the employees; and secondly, manual workers who joined the Authority prior to 2008 acted on a casual basis for five years whereas those recruited after 2008 were on a casual basis for only one year, thus creating disparity in the appointment of employees. These issues were taken up with Management during the consultative meeting and the latter informed that the matter would be looked into by the Authority.
- 26.6 Additionally, the Unions had requested for a site visit with a view to enabling the Bureau to better understand the operation of the new system of irrigation as well as the environment in which the employees operate. To this end, officers of the Bureau, accompanied by representatives of the Irrigation Authority Staff Association/Irrigation Authority Employees Union Common Front and Irrigation Authority Manual Workers Union conducted a site visit in the different agricultural fields where the irrigation

projects were being undertaken by the Authority. The report of the site visit confirmed the difficulties being encountered by the field workers in: operating electronic panels of pivots; anchoring of pivots and handling of solid sets; walking long distances in monitoring the irrigation projects; mounting and dismantling the sprinkler guns weighing around 50 kg each; and travelling on bad and muddy roads on a daily basis to reach the site of work.

26.7 Against this backdrop and after examining all the requests, the Bureau considers that there is reasonable ground to compensate the officers involved in the performance of the tedious tasks. We are, while maintaining the present structure, making appropriate provision for specific allowances as well as adjusting the salaries of a few grades.

Walking Allowance

26.8 Unions have emphasised that a certain category of employees are required to closely monitor and co-ordinate the operation of the pivot and make the necessary recordings in the plantation fields. In the regular performance of their duties, these employees are required to walk long distances in areas accessible only by foot. Bearing in mind the extra effort required by these employees, we are making provision for the payment of a walking allowance.

Recommendation 1

26.9 We recommend the payment of a monthly Walking Allowance of Rs 300 to employees in the following grades who have to walk long distances for closely monitoring and co-ordinating the operation of the pivots:

- 1) Divisional Irrigation Operation Officer**
- 2) Engineer (Operation and Maintenance) (Staggered) (Personal)**
- 3) Irrigation Operation Officer**
- 4) Supervisor (Irrigation) (Roster)**
- 5) Assistant Supervisor (Irrigation) (Roster)**
- 6) Field Supervisor (Roster)**
- 7) Irrigueur (Roster)**
- 8) General Worker**

Height Allowance

26.10 A certain category of officers is regularly involved in the prompt repairs and maintenance of irrigation projects as well as in anchoring of pivot and are required to climb scaffolding ranging from 20 to 30 feet high. After examining the request, we are recommending for the payment of a height allowance.

Recommendation 2

26.11 We recommend the payment of a non-pensionable height allowance to employees in the grades mentioned below whenever they are required to climb

above 20 feet and the computation of the allowance should be at 80% of the normal hourly rate for the number of hours put in:

- 1) Engineer (Operation and Maintenance) (Staggered) (Personal)**
- 2) Technical Assistant (Electromechanical)**
- 3) Mechanic**
- 4) Pipe Fitter**
- 5) Welder**
- 6) Irrigueur (Roster)**
- 7) Tradesman's Assistant**
- 8) General Worker**

Bad Road Allowance

26.12 Staff side has submitted that certain employees who are involved in connecting the sprinkler gun to the solid sets and irrigation pipes as well as those involved in conducting and monitoring the irrigation projects on sites use their autocycles and motorcycles to perform these duties. In so doing, they have to travel on damaged, sloppy, muddy and uneven roads/tracks which in turn increase the vehicles' cost of maintenance and repairs. As there is sufficient justification to compensate these employees, we are recommending accordingly.

Recommendation 3

26.13 We recommend the payment of a monthly Bad Road Allowance of Rs 250 and 375 to employees in the grades of Field Supervisor (Roster), Pump Operator, Irrigueur (Roster) and General Worker, who regularly use their autocycles and motorcycles respectively on bad roads in conducting and monitoring the irrigation projects on site.

Work in Cyclonic Conditions

26.14 As per existing provisions, an allowance of Rs 800 is paid exclusively to employees involved in the anchoring of pivots in cyclonic conditions. Both Management and Unions have requested for a review of the allowance to compensate for the complexity and high risk involved in anchoring the pivots during cyclonic conditions.

Recommendation 4

26.15 We recommend that employees involved in anchoring of pivots during cyclonic conditions be paid a revised allowance of Rs 900.

Specific Conditions of Service

Irrigueur (Roster)

26.16 Officers in the grade of Irrigueur (Roster) operate the solid sets on a daily basis and are involved in mounting and dismantling the sprinkler guns, weighing around 50 kg each, from the riser of the solid sets. After reaching a certain age, incumbents are not

able to carry heavy weights and make great physical effort. To this end, we are making a specific recommendation regarding their redeployment as enunciated in the ensuing paragraph.

Recommendation 5

26.17 We recommend that, subject to practicability, Management may consider the advisability of redeploying those Irrigueurs (Roster), who are above 55 years and whose duties require physical fitness, to other sections where less physical effort is required.

Health Surveillance

26.18 Representation has been made to the fact that officers involved in the operation and maintenance of the irrigation projects on sites are exposed to higher risk of diseases on account of the specific environment. The Bureau considers that the health of these employees should be closely monitored through the setting up of an appropriate Health Surveillance mechanism. We are making recommendation to this effect.

Recommendation 6

26.19 We recommend that Management should:

- (i) mandatorily ensure that a Risk Assessment Exercise is carried out by the Departmental Safety and Health Committee in line with provision made in Chapter Conditions of Service - 'Risk, Insurance and Compensation' of Volume 1 of this Report; and**
- (ii) consider the setting up of a Health Surveillance Programme for these employees.**

Abolition of Grades

26.20 Management has submitted that the grades of Executive Officer (Personal to incumbents in post as at 31.12.15), Purchasing and Supply Officer (from former Development Works Corporation), Stores Officer (Personal) and Higher Executive Officer (Personal to incumbents in post as at 31.12.15) are presently vacant and their services would no longer be required.

Recommendation 7

26.21 We recommend that the grades of Executive Officer (Personal to incumbents in post as at 31.12.15), Purchasing and Supply Officer (from former Development Works Corporation), Stores Officer (Personal) and Higher Executive Officer (Personal to incumbents in post as at 31.12.15) be abolished.

26. IRRIGATION AUTHORITY

SALARY SCHEDULE

IA 1	:	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150
		General Worker
IA 2	:	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
IA 3	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025
		Irrigueur (Roster)
IA 4	:	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
IA 5	:	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>
IA 6	:	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
		Office Attendant Pump Operator
IA 7	:	Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525
		Senior Office Attendant
IA 8	:	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400
		Driver
IA 9	:	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
		Field Supervisor

26. IRRIGATION AUTHORITY (Contd)

- IA 10 : 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**
Driver (Roster)
Electrician
Mechanic
Painter
Pipe Fitter
Vulcaniser
Welder
- IA 11 : 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 - 28225**
Field Supervisor (Roster)
- IA 12 : Rs 26050 x 675 - 27400 x 825 - 28225**
Trainee Engineer
- IA 13 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephonist
- IA 14 : 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**
Vehicle Controller
- IA 15 : Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 32350**
Assistant Supervisor (Irrigation) (Roster)
- IA 16 : 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 - 33175**
Assistant Stores Officer
- IA 17 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000**
Word Processing Operator
- IA 18 : 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**
Technical Assistant
Technical Assistant (Electromechanical)

26. IRRIGATION AUTHORITY (Contd)

- IA 19 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer/Higher Clerical Officer
- IA 20 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Assistant Workshop and Plant Supervisor
- IA 21 : 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**
Supervisor (Maintenance Works)
- IA 22 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550**
Senior Word Processing Operator
- IA 23 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550**
Supervisor (Irrigation) (Roster)
- IA 24 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- IA 25 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
- IA 26 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Workshop and Plant Supervisor
- IA 27 : 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 - 40300**
Field Officer/Senior Field Officer
- IA 28 : 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 - 40300**
Technical Design Officer

26. IRRIGATION AUTHORITY (Contd)

- IA 29 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Internal Control Officer
- IA 30 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- IA 31 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Financial Operations Officer
formerly Financial Officer
Higher Stores Officer
Procurement and Supply Officer
Senior Accounts Clerk
- IA 32 : 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 - 44800**
Social Facilitator
- IA 33 : 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
- IA 34 : 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**
Technical Officer (Civil)
- IA 35 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Senior Technical Assistant
- IA 36 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Senior Technical Design Officer (Irrigation Planning Unit)
- IA 37 : 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**
Senior Human Resource Officer

26. IRRIGATION AUTHORITY (Contd)

- IA 38 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
Senior Internal Control Officer
- IA 39 : 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
- IA 40 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Office Superintendent
- IA 41 : Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200**
Senior Technical Officer (Civil)
- IA 42 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Assistant
Agricultural Economist
Irrigation Operation Officer
- IA 43 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Information Technology Officer
- IA 44 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Accountant
Internal Auditor
- IA 45 : Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Engineer (Irrigation Planning Unit)
Engineer (Mechanical)

26. IRRIGATION AUTHORITY (Contd)

IA 46 : Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400

Engineer (Construction and Supervision) (Staggered) (Personal)
Engineer (Operation and Maintenance) (Staggered) (Personal)

IA 47 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Divisional Irrigation Operation Officer

IA 48 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Financial Manager
Principal Engineer (Construction and Supervision)
Principal Engineer (Irrigation Planning Unit)
Principal Engineer (Operation and Maintenance)

IA 49 : Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Head of Administration

IA 50 : Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Head of Construction and Supervision
Head of Operation and Maintenance
Investigation/Research Specialist

IA 51 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Head of Irrigation Planning Unit

IA 52 : Rs 119500

General Manager



27. ISLAMIC CULTURAL CENTRE

- 27.1 Set up under the Islamic Cultural Centre Trust Fund Board Act of 1989, the Islamic Cultural Centre (ICC) operates under the *aegis* of the Ministry of Arts and Cultural Heritage. It envisions to be recognised at both national and international levels for its professionalism and efficiency through innovative, artistic, cultural and educational events.
- 27.2 The mission of the ICC is to preserve and promote Islamic arts and culture in Mauritius while elevating public awareness and appreciation of the Islamic history and its cultural and artistic heritage. Its objects are, *inter alia*, to promote Islamic arts and culture, the study of Arabic and Urdu; collect, publish and disseminate Islamic arts and culture by providing the necessary facilities for documentation and research; and to organise lectures, seminars, workshops and exhibitions. In pursuance of its mission, the ICC also deals with all matters pertaining to the organisation, facilitation and supervision of Islamic pilgrimages.
- 27.3 Presently, the Secretary/Treasurer has been assigned the duties of Officer-in-Charge of the ICC as the post of Director is vacant. He is supported by a Hadj/Programme Officer and officers from the General Services Cadre.
- 27.4 Representations have been received for the creation of the grades of Accounts Officer and Senior Hadj/Programme Officer. As regards the grade of the Senior Hadj/Programme Officer, the ICC was advised to increase the establishment size of the grade of Hadj/Programme Officer to cope with the heavy workload, in the first instance, before contemplating the creation of the grade of Senior Hadj/Programme Officer. To help the ICC to better deliver on its mandate as well as to ensure the fundamental principle of segregation of duties as per good corporate governance, we are making provision for a grade of Accounts Officer.

Accounts Officer (New Grade)

Recommendation 1

- 27.5 **We recommend the creation of a grade of Accounts Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in finance/accounting/audit duties.**
- 27.6 Incumbent would be required, among others, to compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts; maintain accounting records such as cash from budgets and financial forecasts; review reconciliation and ensure smoother follow-up of outstanding items; prepare payroll and examine vouchers before payment, forecast for next quarterly expenses; effect ledger and journal entries; ensure proper safeguard and banking of revenue collected; and monitor allocated budget for each item.

27. ISLAMIC CULTURAL CENTRE**SALARY SCHEDULE**

ICC 1	:	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950
		Gardener Office Attendant
ICC 2	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver Driver/Office Attendant
ICC 3	:	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
		Handy Worker (Multi-skilled)
ICC 4	:	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
		Receptionist/Word Processing Operator
ICC 5	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerk/Word Processing Operator Library Clerk
ICC 6	:	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Management Support Officer
ICC 7	:	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Executive Officer (Personal) Hadj/Programme Officer
ICC 8	:	Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500
		Confidential Secretary
ICC 9	:	Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500
		Accounts Officer (New Grade)

27. ISLAMIC CULTURAL CENTRE (Contd)

**ICC 10 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950
– 42200 x 1300 – 46100 x 1575 – 47675**

Secretary/Treasurer

**ICC 11 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250
x 3125 – 94500**

Director



28. LAND DRAINAGE AUTHORITY

- 28.1 Enacted in April 2017, the Land Drainage Authority (LDA) Act provides for the LDA to operate under the responsibility of the National Development Unit.
- 28.2 The Authority has been conferred with responsibilities of national importance. It is responsible for the development and implementation of a Land Drainage Master Plan and for coordinating the construction of drainage infrastructure by the Local Authorities, the National Development Unit and the Road Development Authority. It also ensures that there is a routine and periodic upgrading and maintenance of the drainage infrastructure.
- 28.3 Among its core functions, the LDA carries out inventories and maps all the existing natural and manmade drainage infrastructure; keeps under review a flood risk map and a National Land Drainage Map; and conducts and coordinates research and development on land drainage and watershed management.
- 28.4 Up to now a few core grades have been created on the establishment of the LDA on an *ad hoc* basis and the Bureau has consequently provided the salary grading thereof. Presently, a Director is at the apex of the organisation and he is assisted by technical as well as support staff.
- 28.5 According to Management, the operations of the Authority are expanding and the need for support grades is felt to enable it deliver on its mandate. Taking into consideration that the functions which would devolve on these grades may contribute to improve the effectiveness and efficiency of the organisation, we are, therefore, providing for the grades of Administrative Officer, ICT Technician and Assistant Procurement and Supply Officer.

Administrative Officer (New Grade)

- 28.6 Management proposed for the creation of the grade of Administrative Manager on an *ad hoc* basis against the background depicted at the paragraph above. In view of the size of the organisation coupled with the complexity level of administrative issues that would be dealt with at the Authority, the Bureau is providing for a new grade of Administrative Officer which would be more appropriate in the present circumstances.

Recommendation 1

- 28.7 We recommend the creation of a grade of Administrative Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Administration or any related field, from a recognised institution and reckoning at least two years' post-qualification experience in administration and management.**
- 28.8 Incumbents would be required, *inter-alia*, to give general assistance and support to the Director of LDA including the execution and follow-up of decisions of the Board; be responsible for the formulation and implementation of manpower planning/development and training schemes; deal with personnel matters involving

schemes of service, recruitment, promotion and retirement; and assist in the formulation and implementation of policies relating to industrial relations, discipline, safety and health, and staff welfare.

ICT Technician (New Grade)

28.9 It has been submitted by Management that there is need for a grade of IT Technician to manage its IT activities. In view of the substantial use of IT and IT equipment in the organisation, there is a pressing need for a grade to deal with IT related issues. We subscribe to the request and are, therefore, making appropriate recommendation.

Recommendation 2

28.10 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or any related field from a recognised institution and reckoning at least two years' post qualification experience in the field of IT.

28.11 Incumbents would be required, among others, to maintain, repair and administer the ICT equipment including all related peripherals; maintain and update the LDA's website; provide general technical guidance and support to end-users; devise appropriate systems of security in relation to hardware and software; troubleshoot computer hardware and software as and when required; and advise on the purchase of spare parts of ICT equipment and liaise with suppliers for repair or maintenance of ICT equipment.

Assistant Procurement and Supply Officer (New Grade)

28.12 Management requested for the creation of a specific grade to ensure the smooth running of procurement and supply transactions of the Authority. With the expansion of activities at the LDA, the volume of procurement related activities are bound to increase and the need for a dedicated grade, therefore, seems justified. We are, thus, recommending accordingly.

Recommendation 3

28.13 We recommend the creation of a grade of Assistant Procurement and Supply Officer. The mode of appointment should be as recommended in the Introductory Chapter of this Volume.

28.14 Incumbents would be required, among others, to perform procurement, store keeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual and regulations made under the Public Procurement Act and other regulations established by the Authority; assist in any assignment related to procurement, supply and warehouse operations; and carry out test checks and report any discrepancy arising out of loss, shortage and deterioration of supplies.

28. LAND DRAINAGE AUTHORITY
SALARY SCHEDULE

LDA 1	:	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
		Office Attendant
LDA 2	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver
LDA 3	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerk/Word Processing Operator
LDA 4	:	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Accounts Clerk Assistant Procurement and Supply Officer (New Grade)
LDA 5	:	Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500
		Confidential Secretary
LDA 6	:	Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675
		ICT Technician (New Grade)
LDA 7	:	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Administrative Officer (New Grade)
LDA 8	:	Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Geographic Information System Database Officer Land Drainage Officer (Engineering) Land Drainage Officer (Geographic Information System) Land Drainage Officer (Land Surveying)

28. LAND DRAINAGE AUTHORITY (Contd)

LDA 9 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Senior Manager (Civil Engineering/Quantity Surveying/Project Management)

Senior Manager (Hydrology/Modelling)

Senior Manager (Urban Planning)

LDA 10 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Assistant Director

LDA 11 : Rs 110125

Director



29. LAW REFORM COMMISSION

- 29.1 The Law Reform Commission (LRC) is an independent statutory body operating under the *aegis* of the Attorney General's Office, Ministry of Agro-Industry and Food Security since 2006. The functions of the Commission are to: keep under review the law of Mauritius in a systematic way; make recommendations for the reform and development of the laws of Mauritius; and advise the Attorney-General on ways in which the laws of Mauritius can be made as understandable and accessible as is practicable.
- 29.2 Since its inception, the Commission has been committed to undertake comparative legal research with a view to evaluating the merits and demerits of the Mauritian laws in the light of experience of other jurisdictions. In addition, consultations with all the relevant stakeholders are regarded as crucial for the performance of the Commission's functions and any proposed solution is tested against empirical evidence. In so doing, the Commission ensures that our laws are responsive to the needs of society, reflect best international practices and are in conformity with our international obligations.
- 29.3 The LRC is headed by a Chief Executive Officer. Its core research function is fulfilled by officers in a three-level structure comprising the grades of Law Reform Officer, Senior Law Reform Officer and Principal Law Reform Officer. The Secretary to the Commission assists the Chief Executive Officer in the day-to-day administration of the Commission and officers of the General Services Cadre provide support for an effective service delivery.
- 29.4 In the context of this Report, the Bureau has not received any representation from the staff side. Management's submission related to: an alignment of the salary scale of the grade of Law Reform Officer with that of the grade of Legal Research Officer at the Office of the Director of Public Prosecutions; the creation of a grade of Law Reform Assistant owing to an increasing workload at the Commission; review the mode of appointment of the grades of Senior Law Reform Officer, Principal Law Reform Officer and Chief Executive Officer; and provide an attractive pay package to officers of the Law Reform Officer Cadre.
- 29.5 Further to the various proposals made, the Bureau considers that grades should be compared in terms of their duties and level of responsibilities and certain non-negligible factors obtainable in the public service, such as job security, level of risk and pension arrangements should be duly considered in the analogy.
- 29.6 The Bureau also considers that for a smoother functioning of the Commission, vacant posts should be filled and the establishment size of core grades may be increased after carrying out a Human Resource Planning exercise.
- 29.7 We are, therefore, in this Report making recommendations for those proposals which are meritorious, with a view to allowing the Commission to deliver on its mandate more efficiently.

Chief Executive Officer

- 29.8 At present, the position of Chief Executive Officer is filled by selection from among candidates possessing a Cambridge Higher School Certificate; a Degree in Law or a joint Degree the major part of which should be Law; and reckoning at least 15 years' post graduate experience as a law practitioner and/or in legal research or research in legal policy development.
- 29.9 Management submitted that the qualification requirements of the grade of Chief Executive Officer be reviewed so that appointment thereto be made from among candidates reckoning at least 15 years' post graduate research experience as a Barrister or Attorney and/or in legal policy development, on the ground that the term "law practitioner" is too vague and that the position requires practical experience and insights backed by empirical evidence.
- 29.10 In view of the fact that section 11 (1) (a) of the Law Reform Commission Act provides that the Chief Executive Officer shall be a legally qualified person with wide experience in legal research, the Bureau considers that any amendment to its mode of appointment should not be in conflict with the prevailing legislation.
- 29.11 Against this backdrop, the Bureau considers that the **Management of the Law Reform Commission should seek the advice of the Attorney-General's Office on a possible review of the qualification requirements of the position of Chief Executive Officer.**

Law Reform Officer Cadre

- 29.12 The Law Reform Officer Cadre presently comprises the grades of Law Reform Officer, Senior Law Reform Officer and Principal Law Reform Officer. As per the recommendation of the 2013 PRB Report, recruitment to the grade of Law Reform Officer is made by selection from among candidates possessing a Degree in Law or a joint Degree in Law and another discipline; a post graduate academic qualification; and at least two years' post-qualification experience in legal research. The grades of Senior Law Reform Officer and Principal Law Reform Officer are filled by selection from among officers in the grades of Law Reform Officer and Senior Law Reform Officer respectively and who reckon at least four years' service in a substantive capacity in the respective grade. In the absence of qualified serving officers, the grades of Senior Law Reform Officer and Principal Law Reform Officer are filled by selection from among outside candidates possessing the required qualifications.
- 29.13 Management has reported that the salary scale of the grade of Law Reform Officer is not commensurate with its qualification requirements and should, therefore, be aligned with its counterparts in the Civil Service with a view to attracting and retaining competent and able officers. It has also been represented that it is imperative for new recruits to undergo on-the-job training in legal research so as to perform more efficiently and effectively, thus warranting the creation of a grade of Law Reform Assistant, whereby candidates should possess a Degree in Law. The Bureau has equally been requested to review the mode of appointment to the grades of Senior

Law Reform Officer and Principal Law Reform Officer such that the grades be filled from both limited and open competition, together with an increase in the years of service/experience required from serving and external candidates.

- 29.14 After thoroughly studying the proposals, the Bureau views that it would not be appropriate to create an additional level of Law Reform Assistant since its duties would considerably overlap with the existing grade of Law Reform Officer, the moreso the latter was known as Legal Research Assistant prior to 2013 PRB Report. However, we hold that the proposal for providing on-the-job training is valid for the proper functioning of the Commission. During consultations, the Bureau also apprised Management that the submission with regard to the review of the mode of appointment of the grades of Senior Law Reform Officer and Principal Law Reform Officer would be to the disadvantage of serving officers who already reckon long years of experience at the Commission.
- 29.15 On account of the proposals made, we re-assessed the relative worth of the different positions pertaining to the Law Reform Officer Cadre on the basis of duly-filled in Job Description Questionnaires submitted in the context of this review exercise and their respective scheme of service. During the reassessment exercise, we noted that: the duties of the grade of Law Reform Officer considerably overlap with those of the Senior Law Reform Officer; the latter is not called upon to perform any supervisory duty; and the existing salary scales warranted a review in line with the Bureau's framework.
- 29.16 Considering the above, we are revisiting the structure of Law Reform Officer Cadre by restyling the grade of Law Reform Officer to Law Reform Officer/Senior Law Reform Officer; reviewing its qualification requirements to commensurate with the nature and level of duties devolving upon the grade and amending its scheme of service for the inclusion of a proviso with respect to on-the-job training. We are also making the grade of Senior Law Reform Officer evanescent whilst providing a personal salary scale and amending the mode of appointment to the grade of Principal Law Reform Officer.

Law Reform Officer/Senior Law Reform Officer formerly Law Reform Officer

Recommendation 1

29.17 We recommend that:

- (i) the grade of Law Reform Officer be restyled Law Reform Officer/Senior Law Reform Officer;**
- (ii) appointment to the grade of Law Reform Officer/Senior Law Reform Officer formerly Law Reform Officer, should be made by selection from among candidates possessing a Degree in Law or a joint Degree in Law and another discipline; a postgraduate academic qualification in the relevant field or a professional legal qualification or an equivalent qualification acceptable to the Commission and who are conversant with the Laws of Mauritius; and**

- (iii) the scheme of service of the grade of Law Reform Officer/Senior Law Reform Officer *formerly Law Reform Officer* be amended to include a proviso requiring candidates to undergo on-the-job training in all aspects of the work of a Law Reform Officer/Senior Law Reform Officer *formerly Law Reform Officer*, for a period of at least one year so that appointment to the grade in a substantive capacity would only be made on satisfactory completion of the training and on being favourably reported upon.

29.18 We further recommend that the grade of Senior Law Reform Officer be made evanescent, whilst a personal salary scale has been provided.

Principal Law Reform Officer

Recommendation 2

29.19 We recommend that:

- (i) appointment to the grade of Principal Law Reform Officer should be made by selection from among Senior Law Reform Officers (Personal) reckoning at least four years' service in a substantive capacity in the grade; and
- (ii) on the complete phasing out of the grade of Senior Law Reform Officer (Personal), appointment to the grade of Principal Law Reform Officer should be made by selection from among officers in the grade of Law Reform Officer/Senior Law Reform Officer *formerly Law Reform Officer*, reckoning at least six years' service in a substantive capacity in the grade. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing a Degree in Law or a joint Degree in Law and another discipline; a postgraduate academic qualification in the relevant field or a professional legal qualification and reckoning at least six years' post qualification experience in legal research.

Secretary to Commission

29.20 The grade of Secretary to Commission is presently filled by selection from among candidates possessing a Cambridge Higher School Certificate and a Degree in Law or Law and Management and who reckon at least three years' experience at middle management level.

29.21 After examining the scheme of service of the grade, we have noted that the nature of duties devolving upon the incumbent can be performed by any degree holder in the required field with relevant years of experience in the administrative or related field. To this end, we consider that there is need to review the mode of appointment to the grade of Secretary to Commission to commensurate with its duties and for alignment with comparable grades in the public sector.

Recommendation 3

29.22 We recommend that, in future, appointment to the grade of Secretary to Commission should be made by selection from among candidates possessing a Degree in Law or Law and Management or an equivalent qualification acceptable

to the Commission and who reckon at least three years' experience in the administrative field or a related field.

General Services Cadre

- 29.23 At present, the General Services Cadre of the Commission comprises the grades of Management Support Officer; Office Management Assistant and Office Superintendent. The grade of Management Support Officer is filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate while the mode of appointment of the grade of Office Management Assistant is by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity or an aggregate of at least four years' service in the grades of Management Support Officer and Clerical Officer/Higher Clerical Officer or Clerk/Word Processing Operator or Senior Word Processing Operator or Word Processing Operator.
- 29.24 We have examined the structure and the scheme of service of the grades and consider that there is need to revisit the scheme of service of the grades of Management Support Officer and Office Management Assistant and to create a grade of Clerical Officer to provide support. We are, therefore, recommending in that direction, while equally reviewing the appellation of the grades for the sake of harmonisation, in line with what obtains in other parastatal bodies.

Clerical Officer (New Grade)

Recommendation 4

- 29.25 We recommend the creation of a grade of Clerical Officer. Appointment thereto should be made by selection from among candidates who: possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" and are computer literate.**
- 29.26 Incumbent would be required, *inter alia*, to: perform clerical duties including the preparation, scrutiny and processing of documents and records; maintain files of correspondence, forms, reports and other materials; carry out registry, simple finance, human resource and procurement and supply work, under supervision; operate email services and carrying out secretarial duties, as and when required; assist in administrative duties and provide general support to operational services; and perform any other duties of equivalent level, specific to the LRC.

**Office Management Assistant
Management Support Officer**

Recommendation 5

29.27 We recommend that the schemes of service of the grades of Management Support Officer and Office Management Assistant be amended in line with the provisions made in the Introductory Chapter of this Volume.

29. LAW REFORM COMMISSION

SALARY SCHEDULE

LRC 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 26725

Driver/Office Attendant

LRC 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerical Officer (New Grade)

LRC 3 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

LRC 4 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

LRC 5 : 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

LRC 6 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550

Office Superintendent

LRC 7 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Secretary to Commission

29. LAW REFORM COMMISSION (Contd)

LRC 8 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800

Law Reform Officer/Senior Law Reform Officer
formerly Law Reform Officer

LRC 9 : Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Senior Law Reform Officer (Personal)

LRC 10 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Principal Law Reform Officer

LRC 11 : Rs 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Secretary to Commission (Personal)

LRC 12 : Rs 119500

Chief Executive Officer



30. LE MORNE HERITAGE TRUST FUND

- 30.1 Set up under the Le Morne Heritage Trust Fund Act No. 10 of 2004, the main objectives of Le Morne Heritage Trust Fund (MHTF) comprise, among others, the promotion of Le Morne as a national, regional and international memorial site; preservation and promotion of the historical, cultural, environmental and ecological aspects of Le Morne; encouragement of research and support projects and publications related to slavery and marronage; and the collection, publication and dissemination of information pertaining to the history of slavery and marronage.
- 30.2 The Fund is headed by a Director who is responsible for the execution of the policy and decisions of the Board and for the control and management of the day-to-day business of the Fund. In the discharge of his functions, the Director is supported by staff belonging to professional, technical and General Services cadres as well as employees in the workmen's group.
- 30.3 In the last Report, the structure of the organisation was reinforced through the creation of additional levels to enable it to operate smoothly. For this review, Management did not respond to the Bureau's Circular Letters No. M1 (a) and M2 (a) respectively regarding specific information on the Fund as well as its representations. Although there was no response to the Circulars, the Bureau scheduled a meeting with Management, which the latter did not attend as it had no proposal. The Bureau was apprised that most of the posts on the establishment of the Fund have remained vacant since their creation and Management is envisaging to fill these vacant posts.
- 30.4 Representations were made by staff of the organisation for alignment of salary of the grade of Site Manager with that of counterpart at the Aapravasi Ghat Trust Fund; and enhanced conditions of service. To enable the Bureau to conduct its study, a Job Description Questionnaire was sent to the Site Manager and the information furnished therein revealed that there has been an evolution in the complexity of duties with enlargement in its scope of activities. On this basis, the grade has been evaluated anew in light of which we are bringing appropriate amendments in its scheme of service and reviewing the structure.

Assistant Site Manager (New Grade)

Recommendation 1

- 30.5 **We recommend the creation of a grade of Assistant Site Manager on the establishment of the MHTF against abolition of the grade of Site Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Archaeology or History or Architecture or Anthropology or Heritage Studies or Marine Science or Coastal Engineering or Environmental Engineering. Candidates should also possess a Master's Degree in Heritage Management or Conservation Studies or Management as well as two years' experience in the field.**
- 30.6 Incumbents would be required, among others, to assist the Site Manager in: the effective management of the Le Morne World Heritage Site; regularly reviewing the

Management Plan; formulating conservation policies and strategies; identifying threats to the World Heritage Site and proposing solutions after consultation with relevant experts; devising policies relating to heritage management; and coordinating with government and private bodies in relations to management of site. Incumbents should also follow-up on different committees involved in the implementation of the Management Plan with the Site Manager; assist in attaining the financial objectives of the Fund; implement the decisions of the Board; impart the historical, cultural and natural aspects of Le Morne to visitors; and promote the site as a cultural and eco-tourist destination.

30.7 Incumbents would be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

Site Manager

30.8 Pursuant to the creation of the grade of Assistant Site Manager, there is need to bring consequential changes to the scheme of service of the grade of Site Manager. We are recommending accordingly.

Recommendation 2

30.9 We recommend that, in future, the post of Site Manager should be filled by selection from among officers in the grade of Assistant Site Manager reckoning at least four years' service in a substantive capacity in the grade and at least three years' experience in the field of heritage management or conservation or architecture.

30.10 In addition to the existing duties as prescribed in the scheme of service of the grade of Site Manager, incumbent would also be required to: be responsible to the Director for the implementation of the management plan; regularly review the Management Plan; formulate conservation policies and strategies in collaboration with Conservation professionals; supervise the implementation of consideration plans and conservation works undertaken; and advise individuals and groups on heritage issues.

30. LE MORNE HERITAGE TRUST FUND

SALARY SCHEDULE

MHTF 1 : 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

MHTF 2 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant

formerly Security Guard

30. LE MORNE HERITAGE TRUST FUND (Contd)

- MHTF 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver
Driver/Office Attendant
- MHTF 4 : 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**
Clerk Assistant (Personal to officers in post as at 31 December 2015)
- MHTF 5 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
Heritage Guide
- MHTF 6 : 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**
Conservation Officer
- MHTF 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- MHTF 8 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Officer
- MHTF 9 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
ICT Technician
- MHTF 10 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Accounting Technician
- MHTF 11 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Secretary
Marketing and Public Relations Officer
Research Officer

30. LE MORNE HERITAGE TRUST FUND (Contd)

MHTF 12 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Documentalist

MHTF 13 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Assistant Site Manager (New Grade)

Curator

MHTF 14 : Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800

Site Manager

MHTF 15 : Rs 103875

Director



31. MAHATMA GANDHI INSTITUTE

- 31.1 The Mahatma Gandhi Institute (MGI), was set up in accordance with the MGI Act No 15 of 1982 to establish, as a tribute to Mahatma Gandhi, a centre of studies of Indian Culture and traditions, and to promote education and culture in general.
- 31.2 The Institute aims to: provide a sound academic and cultural base for the preservation and promotion of Indian Cultural traditions and heritage; continue to strengthen the administrative and academic capacity to enhance teaching, learning and research at tertiary level in the fields of Indian Studies, Mauritian and Area Studies, Chinese Studies, Performing Arts and Fine Arts; provide world class education at secondary level; continue to instill principles and values for character building and good citizenship based on Gandhian philosophy; ensure good governance and quality education at all levels; and be a leading multifaceted and cultural institution offering full range quality and holistic education both at secondary and tertiary levels with special emphasis on Indian Culture and Arts, and committed to becoming a full-fledged degree awarding body.
- 31.3 As the principal academic and administrative officer, the Director-General (MGI/RTI) is equally responsible to the MGI's Council for the finance and for maintaining and promoting good order and efficiency of the Institute. She is assisted by the Director (Mahatma Gandhi Institute) and the Director (Schooling) (MGI/RTI) and supported by officers in teaching (both secondary and tertiary), professional, technical and other occupational grades.
- 31.4 In the context of this review exercise, the Bureau received an array of representations from the Unions. These mainly consisted in: creating units/sections/departments and a plethora of grades to service the new units proposed; merging of grades; restyling grades whilst abolishing a few others; reviewing certain schemes of service; creating additional posts; aligning the General Services Cadre, the Finance Cadre and the Procurement and Supply Cadre with what obtain in the Civil Service; reviewing the quantum of the allowance payable to the Head of School and Head of Department; and granting enhanced salaries and benefits.
- 31.5 As regards Management's proposals, these were mainly geared towards the: strengthening of the overall structure of the MGI through the creation of several grades and aligning a few structures with what prevail in the Civil Service for corresponding cadres; and enhancing the conditions of service of certain grades whilst restyling and upgrading a few others.
- 31.6 Further to the different proposals made and grievances expressed by stakeholders, the Bureau considers that: creation of grades is based on the functional needs of the organisation; many issues relate to implementation, which should, therefore, be dealt with administratively; complete alignment with cadres obtainable in the Civil Service is not always possible; reviewing the scheme of service of a grade should be carried out after consulting all parties concerned and this exercise is more appropriate if conducted on an *ad hoc* basis; and after reassessing the grades of Director (MGI) and

Director (Schooling) (MGI/RTI), the Bureau found that the responsibilities shouldered by incumbents are more or less of the same level. It is worth mentioning that with the creation of the grade of Director-General (MGI/RTI), a few responsibilities which were previously devolving upon the Director (Schooling) (MGI/RTI) were taken over by the former.

- 31.7 The Bureau has also been apprised that the grade of Stores Officer (Personal) has been listed for abolition. In line with our general policy, Management is advised to create the grade of Assistant Procurement Supply Officer as per the Introductory Part of this Volume, when the grade of Stores Officer (Personal) becomes vacant.
- 31.8 After carefully examining all the requests and grievances expressed by the different stakeholders, the Bureau found a few to be meritorious particularly those relating to the creation of certain grades. However, it is to be pointed out that additional information/documents were requested from Management in relation thereto but same were not forwarded to us despite several reminders sent. The concerned proposals could, therefore, not be considered.
- 31.9 We are, in this Report, among others, restyling the grades of Internal Auditor and Accountant; revisiting the recommendation made with regard to academic achievement; and reviewing the quantum payable to the Head of Department in the secondary education sector.

Accountant/Senior Accountant

formerly Accountant

Internal Auditor/Senior Internal Auditor

formerly Internal Auditor

- 31.10 In line with the level of duties devolving upon the Internal Auditor and Accountant and the policy of the Bureau as provided in the Introductory Chapter of this Volume, we are restyling the two grades to a more appropriate job appellation, whilst revising their respective salary scale.

Recommendation 1

- 31.11 We recommend that the grades of Accountant and Internal Auditor be restyled Accountant/Senior Accountant and Internal Auditor/Senior Internal Auditor respectively.**

Movement Beyond Top Salary

- 31.12 Graduates and professionals and Human Resource Officer/Senior Human Resource Officers are allowed to move incrementally beyond their top salary, subject to satisfying certain criteria.
- 31.13 General recommendations have been made under the Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report for movement beyond top salary for graduates and professionals. As regards movement for the Human Resource

Officer/Senior Human Resource Officers, recommendation thereto related has been made in the Introductory Chapter of this Volume.

Secondary Education

Scheme of Service

31.14 With the COVID-19 pandemic, teaching personnel of the MGI are called upon to make use of a variety of technology-based software/IT tools as alternatives to the traditional classroom and provide lessons through video conferencing and online learning platforms as well as radio and National television programmes through the Mauritius Broadcasting Corporation. We are, in this Report, making appropriate provision to cater for such instances.

Recommendation 2

31.15 We recommend that the duties in the respective schemes of service for the teaching personnel at the MGI be enlarged to include online teaching, assessment and evaluation, whenever necessary. This element has been taken into consideration in arriving at the recommended salary scales of the relevant grades.

31.16 Educators (Secondary) of the MGI are also concerned with certain specific recommendations made for the grade of Educator (Secondary) at the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. We are replicating the recommendations as applicable at the Ministry.

Recommendation 3

31.17 We recommend that:

- (i) **Educator (Secondary) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications;**
- (ii) **candidates possessing a post 'A' Level Degree and appointed Educator (Secondary) should join the recommended salary scale at salary point Rs 27400;**
- (iii) **Educators (Secondary) drawing a monthly salary of less than Rs 27400 should, on obtention of qualifications to cross the QB in the salary scale, be allowed to join the recommended salary scale at salary point of Rs 27400;**
- (iv) **Educators (Secondary) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 62700, be allowed to move incrementally in the Master Salary Scale up to salary point of Rs 68000 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume; and**
- (v) **the monthly allowance of Rs 2360 payable to Educators (Secondary) not possessing the qualifications to cross the QB and who are called upon to**

teach Grade 12 and Grade 13 subjects in scarcity areas for a maximum of eight periods weekly, should be revised to Rs 2480. On obtention of the qualifications required to cross the QB, incumbents in the grade of Educator (Secondary) would be eligible to a salary point arrived at after adding the allowance to the basic salary or to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary of Rs 27400 whichever is the higher.

Allowance payable to Head of Department

- 31.18 At present, a monthly allowance of Rs 1525 is being paid to Educators (Secondary) who are cumulating the functions of a Head of Department. Both the staff side and Management have requested the Bureau to address the disparity in the quantum payable to the Head of Department of the MGI and in State Secondary Schools.
- 31.19 After examining the issue holistically, we are rationalising the quantum, whilst enlarging the responsibilities devolving upon the Head of Department, for the sake of parity with what obtains in the State Secondary Schools.

Recommendation 4

31.20 We recommend that Educators (Secondary):

- (i) who are assigned the duties of Head of Department, should be paid a monthly allowance of Rs 2000; and**
- (ii) should continue to teach their subject of specialisation for 25 periods weekly.**

31.21 We further recommend that the Head of Department be equally tasked with monitoring with the implementation of the curriculum, classroom pedagogy and assessments; advising members of his department; conduct performance Audit on the basis of assessment results; planning, implementing and monitoring strategies for improvement; organising co-curricular activities; and advising Head of Schools on school based training for Educators and other staff in the department.

Certificate Course for School Superintendents

- 31.22 In the last Report, we created the grade of School Superintendent and equally recommended that incumbents should follow a work related course in School Management, as arranged by Management. Upon successful completion of the course, the School Superintendents would be allowed to cross the Qualification Bar inserted in their salary scale.
- 31.23 During consultative meetings with Union members, we have been informed that the concerned officers are not being able to cross the Qualification Bar as no arrangement has been made by Management to enable these officers to follow the work-related Certificate Course in School Management.

31.24 Against this backdrop, we are advising Management to initiate prompt action so that the School Superintendents are sponsored to follow an appropriate course in view of crossing the Qualification Bar.

Recommendation 5

31.25 We recommend that:

- (i) Management should expeditiously arrange for School Superintendants to follow a work-related Certificate Course in School Management; and**
- (ii) upon successful completion of the course, the School Superintendents be allowed to move beyond the Qualification Bar in their salary scale.**

Specific Conditions

Casual Leave

31.26 Members of the teaching personnel are eligible to 11 working days of casual leave per calendar year. Specific provisions exist for the annual refund of unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year to those teaching personnel assigned full responsibility of classroom teaching during a whole calendar year and who effectively perform teaching duties. We consider these provisions appropriate and should continue.

Recommendation 6

31.27 We recommend that members of the teaching personnel who, during a whole calendar year are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should continue to be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

31.28 We also recommend that up to a maximum of 10 days of unutilised casual leave should be refunded to teaching personnel on a pro-rata basis for the year in which the officer proceeds on retirement or passes away while in service.

Vacation Leave

31.29 Provisions governing vacation leave for the teaching personnel are as per the ensuing paragraphs.

Recommendation 7

31.30 We recommend that the present vacation leave earning rate and ceiling for teaching personnel should be in accordance with the provisions made in Chapter Leave in Volume 1 of this Report.

31.31 We further recommend that:

- (a) subject to the exigencies of the service, a maximum of up to 19 days' vacation leave may be granted during term time;**

- (b) **officers who do not take advantage of the annual vacation leave entitlement during term time in a calendar year should be allowed to accumulate up to the normal vacation leave ceiling. Additionally, the maximum vacation leave which may be accumulated over and above the vacation leave ceiling should not exceed 50% of the maximum accumulated vacation leave entitlement for the incumbent. Such leave may be taken as leave prior to retirement. If the services of the officer are required during the leave prior to retirement, they should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement;**
- (c) **notwithstanding provision at subparagraph (a) above, vacation leave exceeding 19 days during term time should be granted, subject to the exigencies of the service, to officers for: -**
- (i) **medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;**
 - (ii) **convalescence purposes following depletion of the officer's sick leave accumulated in bank;**
 - (iii) **immediately after maternity leave;**
 - (iv) **attending to the graduation ceremony of an immediate member of the family abroad;**
 - (v) **the wedding of the officer or the officer's children;**
 - (vi) **proceeding on pre-retirement leave;**
 - (vii) **a male officer, following his wife's confinement; and**
 - (viii) **any other case, (1) once for officers reckoning less than 20 years' service; and (2) not more than twice for those reckoning over 20 years' service inclusive of (1) above.**

31.32 We also recommend that vacation leave may be granted only for reasons specified at part (c) of the above paragraph during third term.

31.33 The term "immediate member of the family", for the purpose of Part (c) (i) and (c) (iv) of the above paragraph is deemed to mean the officer's father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

31.34 We further recommend that members of the teaching personnel should attend to training course/seminars, talks and workshops organised during school vacation.

Loan Facilities to purchase Laptop/PC

31.35 In view of the fact that teaching personnel are now required to use different techniques to carry out their pedagogical duties, the Bureau is making appropriate

recommendation to enable those teaching personnel to avail of the proper tools and equipment.

Recommendation 8

31.36 We recommend that teaching personnel should be provided with loan facilities up to a maximum of Rs 25000 at an interest rate of 2% per annum for a duration of 24 months for the purchase of a Laptop/PC, as appropriate.

31.37 For the purpose of implementation of provisions made under the sub-heading "Secondary Education", the term "teaching personnel" is deemed to mean eligible officers in certain grades who are involved in **secondary education**, in line with what obtains at the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology.

Tertiary Education

Special Provision for Academics

Recommendation 9

31.38 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Academic Attainment

31.39 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 10

31.40 We recommend that as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

31.41 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;**
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and**
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.**

31.42 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 31.40 above in year 2024, the provision on academic attainment made at paragraph 25.20 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 31.41 above should apply to determine such attainment; and**
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 31.38 above shall deem to be the new top salary.**

Allowance payable to Head of School

31.43 Presently, academics who are assigned the duties of Head of School are being paid a monthly allowance of Rs 1830. We are maintaining this provision while revising the quantum payable.

Recommendation 11

31.44 We recommend that academics who are assigned the duties of Head of School be paid a monthly allowance of Rs 2200.

Head, Department of Creativity and Performance

Recommendation 12

31.45 We recommend that academics, as may be determined by the MGI Council, who are assigned the duties of Head, Department of Creativity and Performance should continue to be assigned same on a rotational basis.

Duty Remission Facilities to Senior Lecturers

Recommendation 13

31.46 We recommend that Senior Lecturers reckoning at least 14 years' service in the Lecturer Cadre be entitled to car benefits as per provision made at paragraph 16.2.15 (No. 2) of PRB Report 2021 Volume 1 though drawing salary in a scale the maximum of which is less than Rs 94500.

General Provisions

Discipline

31.47 Discipline within the school compound should be the concern of each and every member of the staff, including academics. Every member should participate actively to continuously maintain the highest level of discipline at the Institute and should act proactively and collectively to restore discipline immediately in situation of unruliness and disorderliness.

Political Activities

31.48 We are reiterating that full-time academic and non-academic staff of the Institute should not be allowed to participate in active politics so as not to disrupt the smooth running of activities.

31. MAHATMA GANDHI INSTITUTE

SALARY SCHEDULE

MGI 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

MGI 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225

Handy Worker

MGI 3 : 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

31. MAHATMA GANDHI INSTITUTE (Contd)

**MGI 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**

Gardener
Guest House Attendant
Museum Attendant
Office Attendant
Workshop Assistant

**MGI 5 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver

**MGI 6 : 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**

Carpenter
Electrician
Mason
Painter
Plumber and Pipe Fitter

**MGI 7 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Senior/Head Office Attendant
Senior/Head Workshop Assistant

**MGI 8 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 28225**

Head Gardener

**MGI 9 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**MGI 10 : 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 x 825 - 31525**

Clerk Assistant

**MGI 11 : 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 QB
29050 x 825 - 31525**

Assistant Technician (Printing)

31. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 12 : 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 - 31525**
Computer Laboratory Auxiliary
formerly Computer Laboratory Attendant
Laboratory Auxiliary
formerly Laboratory Attendant
- MGI 13 : 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 x 825 - 34000**
Overseer
- MGI 14 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000**
Word Processing Operator
Word Processing Operator (Oriental Language)
- MGI 15 : 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**
Archives Officer
Clerical Officer/Higher Clerical Officer
Library Clerk
- MGI 16 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Foreman
- MGI 17 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650**
Senior Computer Laboratory Auxiliary
formerly Senior Computer Laboratory Attendant
Senior Laboratory Auxiliary
formerly Senior Laboratory Attendant
- MGI 18 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550**
Senior Word Processing Operator
- MGI 19 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000 QB 34825 x 825 - 35650 x 900 - 36550**
Senior Assistant Technician (Printing)

31. MAHATMA GANDHI INSTITUTE (Contd)

**MGI 20 : Rs 18925 x 300 – 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**MGI 21 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk
Executive Officer (Personal)
Stores Officer (Personal)

**MGI 22 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450**

Senior Library Clerk

**MGI 23 : 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 -
39350**

Technician

**MGI 24 : Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900
- 37450 x 950 - 39350**

Office Supervisor

**MGI 25 : 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 - 40300**

Performing Artiste

**MGI 26 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Assistant Instructor (Personal)

**MGI 27 : 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 - 43500**

Technician (Personal to officers in post as at 31.12.20)

**MGI 28 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 – 40300 QB 41250 x 950 -
42200 x 1300 - 43500**

Assistant Editor

31. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 29 : Rs 21150 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**
Usher/Senior Usher
- MGI 30 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- MGI 31 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer
- MGI 32 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer
- MGI 33 : 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**
Computer Technician
Graphic Artist
Library Officer
Maintenance Officer
Printing Officer
- MGI 34 : Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Performing Artiste
- MGI 35 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Accounts Officer
Senior Assistant Editor
Senior Executive Officer
Senior Procurement and Supply Officer
- MGI 36 : 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

31. MAHATMA GANDHI INSTITUTE (Contd)

**MGI 37 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB
47675 x 1575 - 49250 x 1650 - 52550**

School Superintendent

**MGI 38 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 52550**

Office Superintendent

**MGI 39 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x
1650 - 54200 x 1700 - 57600**

Principal Procurement and Supply Officer

**MGI 40 : 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 - 44800 QB 46100 x 1575 -
49250 x 1650 - 54200 x 1700 - 62700**

Educator (Secondary)

**MGI 41 : 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 QB 52550 x 1650 - 54200 x 1700 - 62700**

Educator (Secondary) (Personal to holders of post as at 30.06.2003)

**MGI 42 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Officer
Curator (Folk Museum)

**MGI 43 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Counsellor
Librarian

**MGI 44 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Human Resource Management Officer

**MGI 45 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Accountant/Senior Accountant
formerly Accountant
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

31. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 46 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
IT Administrator
- MGI 47 : 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**
Lecturer
- MGI 48 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Senior Educator (Secondary)
- MGI 49 : Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800**
Deputy Rector
- MGI 50 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Assistant Registrar
Head, Gandhian Basic School
Head, Publishing and Printing Department
- MGI 51 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250**
Senior Lecturer
- MGI 52 : Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250**
Head, Library and Archives
Rector
- MGI 53 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500**
Assistant Director (Schooling)
Programme Co-ordinator
Registrar
- MGI 54 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625**
Associate Professor
Bursar

31. MAHATMA GANDHI INSTITUTE (Contd)

MGI 55 : Rs 94500 x 3125 - 103875

Secretary (MGI/RTI)

MGI 56 : Rs 110125

Professor

MGI 57 : Rs 111685

Director (Mahatma Gandhi Institute)

Director (Schooling) (MGI/RTI)

MGI 58 : Rs 125750

Director General (MGI/RTI)



32. MALCOLM DE CHAZAL TRUST FUND

- 32.1 In accordance with the Malcolm de Chazal Trust Fund Act No. 51, the Malcolm de Chazal Trust Fund has as objects to: preserve the collection of the work of Malcolm de Chazal as part of the Mauritian cultural heritage; promote a greater understanding and dissemination of the Fund's works and ideas nationally and internationally; and encourage the expression of the Mauritian creative genius in the philosophical, literacy, artistic and other related domains. The Fund operates under the *aegis* of the Ministry of Arts and Cultural Heritage.
- 32.2 Its functions include: making provision for the creation and management of a museum, galleries and documentation centres; creating a Malcolm de Chazal prize and offering grants and awards in literature, art and other related domains; promoting cross-cultural research, writing and publication on Malcolm de Chazal; organising talks, seminars, conferences, exhibitions and other activities on the works and ideas of Malcolm de Chazal; and taking action for the inclusion of selected works of Malcolm de Chazal in the syllabus and courses of educational institutions.
- 32.3 The Fund is managed by a Board of Trustees. However, since its inception, the Fund is not yet operational.
- 32.4 For the last review, the organisational structure was maintained since no proposals had been submitted. In the context of this Report also, no submissions have been received and information regarding the staffing as well have not been provided. We are, therefore, providing the revised salary of the existing grade.

32. MALCOLM DE CHAZAL TRUST FUND

SALARY SCHEDULE

**MCTF 1 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Co-ordinator



33. MANUFACTURING SECTOR WORKERS WELFARE FUND

- 33.1 Established as a body corporate as per Act No. 29 of 2012, the Manufacturing Sector Workers Welfare Fund (MSWWF) operates under the *aegis* of the Ministry of Labour, Human Resource Development and Training, and Commerce and Consumer Protection. Its objective is to advance and promote social and economic welfare of workers, their spouses and their children in the manufacturing sector.
- 33.2 Its strategies, among others, are: to improve the quality of life of workers; provide educational support and training; promote computer literacy; promote family socialisation and personal dynamics through increased engagement in leisure and sports activities; stimulate awareness on welfare matters at work and at home; provide day-care services to children in the age bracket of three months to four years; and to provide for the welfare of expatriate workers. In so doing, the Fund envisions to be the number one customer focused welfare service provider of the manufacturing sector in the region.
- 33.3 In delivering on its mandate, the General Manager, being at the helm of the Fund, is responsible for the execution of the policy of the Board and the control and management of the day-to-day administration of the Fund. He is assisted by a Programme Coordinator, a Secretary and supported by staff belonging to the technical, general services and other occupational groups.
- 33.4 For this review, Management's representations were geared towards restyling the grade of Telephone Operator and abolishing the grades of Public Relations/Liaison Officer and Internal Auditor while the staff side has requested to restyle the grade of Secretary and grant duty free facilities for the purchase of a car. During meeting, parties were informed of the general philosophy behind restyling of grades and grant of duty free facilities.
- 33.5 We are, in this Report, abolishing the grade of Public Relations/Liaison Officer and providing the revised salaries of existing grades.

33. MANUFACTURING SECTOR WORKERS WELFARE FUND

SALARY SCHEDULE

MSWWF 1 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425

Surveillant
formerly Security Guard

MSWWF 2 : 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

Office Attendant

33. MANUFACTURING SECTOR WORKERS WELFARE FUND (Contd)

- MSWWF 3 : 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**
Telephone Operator
- MSWWF 4 : 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**
Driver/Handy Worker (Skilled)
- MSWWF 5 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- MSWWF 6 : 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**
Programme/Welfare Assistant
- MSWWF 7 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- MSWWF 8 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Executive Officer (Personal)
- MSWWF 9 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- MSWWF 10 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- MSWWF 11 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Accounts Officer

33. MANUFACTURING SECTOR WORKERS WELFARE FUND (Contd)

**MSWWF 12 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100
x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**

Programme Welfare Officer
Secretary

**MSWWF 13 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100
x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**

IT Officer

**MSWWF 14 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100
x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**

Accountant

**MSWWF 15 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200
x 1700 – 64400 x 1800 – 69800**

Programme Coordinator

MSWWF 16 : Rs 103875

General Manager



34. MARATHI SPEAKING UNION

- 34.1 Established as a corporate body under the Marathi Speaking Union Act No. 22 of 2015, the Marathi Speaking Union (MSU) operates under the *aegis* of the Ministry of Arts and Cultural Heritage. Its main objects, among others, consist of promoting the Marathi language in its spoken and written forms; providing facilities for exchange programmes, scholarships and social interactions between the Union and other organisations at international level; and promoting and encouraging the linguistic development among all people having an interest in Marathi language with special emphasis on its cultural, artistic, economic and social perspective.
- 34.2 An Executive Council is responsible for the administration and management of the MSU. Currently, there is only one grade of Clerk/Word Processing Operator on its establishment.
- 34.3 In the context of this Report, the Management of the MSU has requested for the creation of a grade to handle the documents and carry out other messengerial duties. After examining the submission, the Bureau is providing for a grade of Caretaker.

Caretaker (New Grade)

Recommendation 1

- 34.4 **We recommend the creation of a grade of Caretaker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.**
- 34.5 Incumbent would, *inter alia*, be required to: open and close office; clean premises and maintain the physical environment at a good standard; prepare and distribute tea to staff and visitors; run official errands, including the despatch of correspondence; check that all lights, fans, air conditioners and any other electrical appliance have been switched off; and ascertain that all doors and windows have been properly closed.

34. MARATHI SPEAKING UNION

SALARY SCHEDULE

MSU 1 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850

Caretaker (New Grade)

MSU 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator



35. MAURITIAN CULTURAL CENTRE TRUST

- 35.1 The Mauritian Cultural Centre Trust (MCCT), a body corporate operating under the *aegis* of the Ministry of Arts and Cultural Heritage, has been primarily established to promote Mauritian culture and develop a plural Mauritian cultural identity. Its objects are, among others, to: identify, develop and perpetuate Mauritian cultural heritage inclusive of oral traditions and folk arts; showcase Mauritian culture worldwide; and encourage Mauritian artistic and cultural creativity and set up a Mauritian cultural troupe.
- 35.2 At present, only the grades of Clerk/Word Processing Operator and Driver/Office Attendant exist on the establishment of the MCCT. During consultation, the Bureau has been apprised by the representative of the parent Ministry that the Trust is still not operational. Subsequently, incumbents in the above mentioned two grades have been posted to other parastatal organisations falling under the purview of the Bureau.
- 35.3 Pending future development, we are maintaining the present structure and revising the salary scale of the two grades.

35. MAURITIAN CULTURAL CENTRE TRUST

SALARY SCHEDULE

MCCT 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant

MCCT 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator



36. MAURITIUS BLOOD SERVICE

- 36.1 The Mauritius Blood Service (MBS) was established in 2010 to promote blood donation as well as ensure the safe and adequate supply of blood and blood products. It is also mandated to promote research and training in the field of transfusion medicine.
- 36.2 As the MBS has not yet started its operations, all activities related to blood connection, processing and storage are till date being carried out by the staff of the Blood Transfusion service of the Ministry of Health and Wellness.
- 36.3 There is, on the establishment of the MBS, only a grade of Executive Director. As no proposal regarding the MBS has been submitted by the parent Ministry in the context of this Report, we are, in the circumstances, maintaining the grade.

36. MAURITIUS BLOOD SERVICE SALARY SCHEDULE

MBS 1 : Rs 119500
Executive Director



37. MAURITIUS BROADCASTING CORPORATION

- 37.1 The Mauritius Broadcasting Corporation (MBC), which was established as a body corporate in 1964, operates under the *aegis* of the Prime Minister's Office. It is the prime medium for the broadcasting of information, education and entertainment to the general public. These programmes are broadcasted via 16 digital television channels (DVB-T) and six radio channels on a 24-hour basis. Three of the 16 television channels are also broadcasted on analogue platform. The MBC also operates a station in Rodrigues.
- 37.2 News; Technology and Multimedia; and Content, which are its three main departments, are responsible for the conduct of the core activities of the Corporation. In addition, there are various other sub departments providing the necessary assistance viz. Administration, Human Resources, Marketing and Sales, Finance and Internal Audit. Each of these department is manned by either a Director or Head or Manager and they are assisted by a complement of professional, technical and administrative staff. All these officers provide support to the Director-General who is at the helm of the organisation and is accountable for the execution of the policy of the Board and for the control and management of the day-to-day business of the Corporation.
- 37.3 In the context of our last Report, the joint submission of Management and the Union, which pertained to a complete overhauling of the whole structure in place, was received at a time when the drafting of the Report was almost over. Consequently, with the concurrence of Management and Union jointly, the Bureau decided to publish a separate Report for the MBC, after the publication of the main Report. The Report for the MBC was published in February 2017 and subsequently, its Addendum Report released in September 2017.
- 37.4 Most of these recommendations, particularly those relating to the filling of the new positions, have been successfully implemented by the MBC. For this review exercise, we have once again received many proposals relating to the creation and restyling of grades; amendments to schemes of service and upgrading of certain salary scales. All these representations are discussed under the respective departments. Due explanations were provided to the parties concerned during the consultative meetings held at the Bureau regarding all those representations which could not be favourably considered. At the request of both Management and the staff side, we also conducted a site visit at the MBC to better understand the nature of work being undertaken by officers in the different departments. The findings of the visit were of tremendous help in enabling us formulate appropriate recommendations.
- 37.5 After duly examining all the proposals and taking into account the major structuring carried out in our last Report, we consider the existing structure of the MBC to be adequate to enable it achieves its objectives. Nevertheless, we are in this Report, providing for some new job positions at operational level and recommending a new pattern of work for some grades to facilitate the task of the MBC in enhancing its

service delivery. In addition, we are introducing new allowances and providing a form of compensation to officers in certain support grades who are not eligible for Earned Regularity Allowance but are required to work beyond their normal working hours to provide assistance to the technical grades.

NEWS DEPARTMENT

- 37.6 The core business activity of the MBC is carried out by the News Department. The latter is primarily responsible for the gathering of information to be relayed to the public and ensuring that all news bulletins broadcasted are accurate and presented in a timely and impartial manner.
- 37.7 In the absence of a substantive Director of News at the helm of the department, a Desk Coordinator has presently been assigned the responsibility to ensure the smooth running of the department. He is supported in his tasks by other Desk Coordinators and News Editor/Senior News Editors. The department is also manned by officers in the grade of Logistics and Facilities Coordinator.
- 37.8 We reviewed the structure of the News Department in our previous Report by restyling the grade of Journaliste Reporteur D'Images (JRI) to that of News Editor/Senior News Editor (Roster) (Personal) and provided for a new level of News Editor/Senior News Editor (Roster) with an appropriate qualifications requirement and salary scale.
- 37.9 One of the request on which much emphasis has been laid upon is the creation of a level of Deputy Director to deputise for the Director of News. However, upon examination of the proposed scheme of service submitted for the grade, we found considerable overlapping of duties with both the upper level grade as well as the lower level grade, that is, Director of News and Desk Coordinator respectively. In fact, it is not technically in order to have two grades with that extent of overlapping duties, in so much as the level of responsibility would become blurred and may have an incidence on the salaries of the existing grades. In addition, Desk Coordinators are required to provide assistance to the Director of News as per existing arrangement. Thus, the proposal could not be retained.
- 37.10 Moreover, we have, in the context of this review, once again received representations for the grade of Desk Coordinator to be restyled Chief News Editor. However, considering that incumbents in the grade are required to oversee and coordinate the various desks in the News Department, we confirm our observation made in the last PRB Report to the effect that the existing job title is appropriate as it reflects the duties devolving on the incumbents. As regards the demerging of the grade of News Editor/Senior News Editor based on the premise that certain officers in the grade are required to act as Editor of the day, we could not accede to same as such duties befall the Desk Coordinator as per the prescribed scheme of service of the grade. Besides, the demerging of the grades would have impacted on the salaries thereof and would have been to the detriment of the News Editor/Senior News Editors. Based on the proposed duties submitted for the new level of Secrétaire de Redaction, the request for same was not considered for want of valid reasons. As regards the creation of the

grade of News Support Officer (Roster), there are not enough justifications as the duties proposed for the grade are generally performed by officers of the General Services grades. However, as the normal working hours of these officers is 08 45 hours to 16 00 hours, we are providing for an appropriate mechanism to compensate them for working after their normal working hours, whenever required.

Compensation to officers providing Administrative/Secretarial Support in the News Department

37.11 As mentioned above, we could not accede to the request for the creation of a dedicated level of News Support Officer (Roster) on the ground that the necessary support to the technical staff is already being provided by incumbents in the grades of Administrative Assistant, Confidential Secretary and Clerk/Word Processing Operator. However, the normal working hours of these officers is from 08 45 hours to 16 00 hours whereas officers in the technical grades are required to work on a roster pattern. To this end, we are providing a mechanism to compensate the officers providing support services whenever they are required to work beyond their normal working hours so as to ensure that there is no hindrance in the delivery of the core services of the MBC.

Recommendation 1

37.12 **We recommend that officers in the grade of Administrative Assistant, Confidential Secretary and Clerk/Word Processing Operator who are posted to the News Department and are required to put in additional hours beyond their normal working hours in the performance of their duties should be compensated as follows:**

Additional hours put in monthly	Monthly Basic Salary Bracket (Rs)	Allowance (% of Monthly Salary)	Maximum amount payable (Rs)
those putting 30 additional hours or more per month	Up to Rs 31525	10%	2500
	Up to Rs 47675	8%	3200
those putting between 15 to 30 additional hours per month	To be paid the monthly allowance on a <i>pro-rata</i> basis		
those putting between five to 15 additional hours per month	Equivalent time-off facilities		

TECHNOLOGY DEPARTMENT

37.13 The Technology and Multimedia Department is responsible for providing technical facilities relating to radio and TV operations, audio/video editing, satellite services, electrical services, digital archiving, system design/software development, among others, to other relevant departments so as to guarantee continuity, reliability and

quality of radio as well as television production and transmission. The Department is headed by the Head of Technology and Multimedia who is assisted by officers at operational, technical and support level.

- 37.14 At the request of Management, we reviewed the appellation of the department from Engineering to Technology and Multimedia in our last Report and also restyled the grade of Chief Engineer into that of Head of Technology and Multimedia to align it with the new appellation of the department. In addition, we created an array of grades to accommodate employees of the former grade of Broadcast Technologist (Shift) with a view to restoring well set parities which had been severely disturbed with the EOAC Report where grades requiring different sets of qualification, duties and level of responsibilities were merged into a single one and granted a salary which was neither commensurate with the qualification set nor the duties allocated to the grade. According to Management, all these new positions have already been filled.
- 37.15 For this review exercise, we have once again been requested to review the appellation of the department on the ground that the term Multimedia is more applicable to content such as video clips and associated texts and, hence, is more associated with the News Department than the Technology Department. **The Bureau subscribes to the proposal for the Technology and Multimedia Department to be restyled into Technology Department.** Besides reviewing the name of the department, requests have also been made for restyling of a few grades and provision of new levels. Proposals were also made for upgrading of qualifications requirement of a few grades and certain category of officers who previously held the post of Broadcast Technologist to be allowed movement in the salary scale of the defunct grade on a personal basis.
- 37.16 For lack of functional justifications, we could not agree to the creation of several of the proposed new levels. In fact, in some cases, we had requested Management to reframe the proposed schemes of service and re-submit to the Bureau for further examination. However, as no major changes were brought thereto, these requests could not be favourably considered. As regards the creation of the Video Editor/Senior Video Editor and Chief Video Editor, same could not be retained as video editing duties are listed in the schemes of service of other existing grades. Besides, the proposal to include a first intake note in the proposed scheme of service of the grade so as to appoint in the first instance, Broadcast Technologists who were previously performing such duties, could not be acceded to as such note can only be inserted in the context of a major restructuring as was the case for the MBC in the last Report. Concerning the restyling of the grade of Systems Analyst/Administrator (Roster) into that of Systems Administrator (Roster), we have perused the new set of duties proposed by Management and, on this basis, consider the present job appellation to be appropriate.
- 37.17 After examination, we consider the structure of the Technology Department to be fit for purpose. Nevertheless, on the basis of organisational requirements, we are further strengthening it with the creation of the grades of Chief Broadcast Officer (Shift) and

ICT Technician (Roster). We are additionally restyling the Head of Technology and Multimedia to a more befitting appellation, providing an allowance to incumbents in the grade of Audio Visual Assistant (Roster) who are posted to the Equipment Resource Unit and making the grade of Satellite Officer (Roster) evanescent.

Head of Technology

formerly Head of Technology and Multimedia

37.18 A case has been made for the Head of Technology and Multimedia to be restyled Director of Technology and appointment thereto to be made by selection from the proposed new grade of Assistant Director of Technology. It has also been requested that a first intake note be inserted in the scheme of service so that appointment to the grade be made in the first instance, from Coordinators, Broadcast Technology and Coordinators, Satellite Services reckoning at least seven years' experience. In view of salary implications, we could not agree to the proposed restyling. However, as the department has been renamed Technology Department, we are restyling the grade to a more appropriate job appellation. In so far as the qualifications requirement is concerned, we consider the existing one to be appropriate and the parties concerned were informed accordingly.

Recommendation 2

37.19 We recommend that the grade of Head of Technology and Multimedia be restyled Head of Technology.

Chief Broadcast Officer (Shift) (New Grade)

37.20 Both Management and the staff side have requested for the creation of a grade of Chief Broadcast Officer on the ground that upon the abolition of the grade of Chief Broadcast Technologist which is evanescent, another grade would be required to supervise the work of officers in the grade of Broadcast Officer/Senior Broadcast Officer (Shift) and ensure proper coordination of the unit. We are making appropriate recommendation in that direction.

Recommendation 3

37.21 We recommend the creation of a grade of Chief Broadcast Officer (Shift) which should be filled by promotion, on the basis of experience and merit, of officers in the grade of Broadcast Officer/Senior Broadcast Officer (Shift) possessing a Degree in Electrical or Electronic Engineering or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in a substantive capacity in the grade.

37.22 The Chief Broadcast Officer (Shift) would be required, among others, to: be responsible for the installation, operation, maintenance and repairs of electronic/digital equipment inside and outside MBC; lead and manage a unit of the Technology Department; ensure effective coordination with other departments; allocate duties to subordinate staff and monitor their work progress; assist in the implementation of projects; and identify training needs and coordinate staff training.

ICT Technician (Roster) (New Grade)

37.23 Management has requested that it be provided with the levels of IT Systems Analyst (Roster) and IT Officer (Roster) on the premise that with the evolution in digitalisation and technology, the software used by the Corporation has become more complex. Further, following the abolition of the grade of IT Support Officer in our last Report, the MBC no longer has a grade to perform IT-related tasks such as troubleshooting, cleaning, modifying and repairing of the technology systems and is, hence, encountering difficulties relating to the performance of such duties. To enable the Bureau to take a considered decision regarding the proposed grade of IT Systems Analyst (Roster), we requested Management to reframe the proposed scheme of service of the grade. However, given that no changes were brought to the proposed scheme of service which was submitted anew, the request could not be acceded to. As regards the creation of a support level to perform troubleshooting duties, among others, we are, on the basis of organisational requirement, providing for the level but with another appellation than the one proposed by the MBC so as to be in alignment with what exists in other public bodies.

Recommendation 4

37.24 We recommend the creation of a grade of ICT Technician (Roster). Appointment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or Information and Communication Technology or an equivalent qualification acceptable to the Corporation.

37.25 Incumbent would be required, among others, to: support digital workflows of MBC by maintaining the operational condition of advanced electronics and video/data systems through cleaning, calibrating, modifying, and repairing technology systems; ensure compliance with ICT standards, guidelines and methodologies; provide preventive measures and technical support; perform periodic servicing as directed in technical manuals, maintaining a technical database for media equipment; troubleshoot computer hardware and software and be responsible for the security and back up of files; and train end-users.

Salary of officers of the defunct grade of Broadcast Technologist (Shift)

37.26 The staff side made a request for officers of the former grade of Broadcast Technologist (Shift) who have already reached the top salary of their new positions to be granted the converted salary of the defunct grade on a personal basis. It was also suggested that by default, an *ad hoc* allowance may be paid to these officers to make good for the difference between their present salary and the hypothetical converted salary of their former grade.

37.27 The Bureau, in the last Report, clearly explained the rationale behind the decisions taken. For this Report, as the criteria have not been met for the officers to be entitled to the claims they made, the Bureau could not accede to their request.

Allowance to incumbents in the grade of Audio Visual Assistant (Roster)

37.28 A proposal was made for the creation of a grade of Head Audio Visual Assistant to plan, organise and supervise the work of officers in the grade of Audio Visual Assistant (Roster), among others. According to the organisation chart submitted, Audio Visual Assistants report to officers on the basis of their posting, for instance, some report to the Broadcast Officer/Senior Broadcast Officers while others to the Electricians or Chief Carpenters. Hence, the creation of a dedicated level of Head Audio Visual Assistant is not justified. However, while examining the Job Description Questionnaires of the Audio Visual Assistants posted to the Equipment Resource Unit (ERU), we have noted that these officers are accountable for the equipment in the ERU, which is not within their scope of responsibilities. We are, therefore, compensating the officers for the higher responsibilities shouldered.

Recommendation 5

37.29 We recommend that officers in the grade of Audio Visual Assistant (Roster) who are posted to the Equipment Resource Unit and are responsible for the equipment in the Unit should be paid an allowance equivalent to one increment at the salary point reached in their salary scale.

Satellite Officer (Roster)

37.30 While the staff side has made proposal for the grade of Satellite Officer (Roster) to be restyled into Contribution and Distribution Officer, Management, on its part, has submitted that with modernisation of its services, satellite related functions would no longer be carried out in the future. In this perspective, it has requested that the grades of Coordinator, Satellite Services and Satellite Officer (Roster), which will become redundant as a result thereof, be made evanescent. While we subscribe to the proposal of making the first level evanescent, we are maintaining the grade of Coordinator, Satellite Services so as not to jeopardise the career path of the Satellite Officers. We are recommending accordingly.

Recommendation 6

37.31 We recommend that the grade of Satellite Officer (Roster) be made evanescent.

CONTENT DEPARTMENT

37.32 Besides News and Technology, the other core activities of the MBC relate to Radio, TV Programmes and TV Production. Following a joint submission by Management and the staff side in the context of the last Report, we regrouped these three activities under a single department known as the Content Department. We also created the grade of Head of Content for coordination of the activities across the three departments.

37.33 Among the various proposals received, we were requested to create a level of Director to head each of these departments; review the salaries of the Managers as well as the grades of Programme Officer/Senior Programme Officer and Quality Control

Officer/Senior Quality Control Officer; create the grades of Research/Scriptwriter and Principal Programme Officer; and reinstate the grade of Music Programmer which was abolished in the last Report.

- 37.34 In view of the existence of the Head of Content and substantial overlapping of duties with the respective Managers of each department, we could not accede to the request for the creation of a level of Director to head each of these departments. Further, after examination of the proposed duties submitted, the request for the creation of the grade of Research/Scriptwriter could also not be retained. The Bureau wishes to highlight that the salaries granted to the existing grades are appropriate on the basis of their qualifications requirement and level of duties. In so far as the salaries of the Managers are concerned, appropriate explanations regarding same were already provided in our last Report.
- 37.35 Overall, we consider the structure of the three departments forming part of the Content Department to be appropriate to allow them operate in an efficient manner. Hence, no changes are being brought thereto.

MARKETING AND SALES DEPARTMENT

- 37.36 The Marketing and Sales Department is responsible for developing and implementing strategic marketing policies, analysing audience surveys and selling advertising space on the various platforms which are Radio, TV and On Line, among others. The department is headed by a Marketing and Sales Manager who is assisted by officers in the grades of Marketing and Sales Executive, Sales Officer, Senior Sales Officer, Sales Control Officer and Marketing Officer.
- 37.37 In the context of our last Report, Management had laid much emphasis on the need to have distinct grades to perform the marketing, sales, and sales control functions of the department. In support of the request, it was submitted that the recommendation made in our 2013 Report for these three functions to be carried out by a single grade of Marketing and Events Officer had an adverse effect on service delivery. After careful examination, we reviewed the structure and provided for the levels, namely Sales Officer, Senior Sales Officer, Marketing Officer and Sales Control Officer. We also provided the necessary transitional measures to allow incumbents in the grade of Marketing and Events Officer to be appointed to these new positions.
- 37.38 We were informed during the course of this review exercise, that the Marketing and Events Officers who were initially resistant to join the new levels, ultimately joined the new grades and were appointed in October 2019. Request was received for the provision of new positions, namely Senior Marketing Officer, Senior Sales Officer and Senior Sales Control Officer, as a promotional avenue for them. It was also proposed that the existing grades of Sales Officer and Senior Sales Officer be abolished.
- 37.39 Given that with the filling of these new positions, there is proper discharge of the marketing, sales and sales control functions, we consider the existing structure to be adequate and, therefore, could not accede to the above requests particularly as grades

are created on the basis of organisational requirement and not solely for promotional purposes. As regards the provision of new grades for the Commercial Unit, the parties concerned were advised to increase the establishment size of the technical grades. The request to fill the grades of Marketing Officer and Sales Officer from outside candidates and not from incumbents in the grade of Sales Officer was also not considered as it might have compromised the career path of these officers. **After examination, the present structure of the Marketing and Sales Department is being maintained.**

FINANCE DEPARTMENT

- 37.40 The Finance Department is responsible for providing advice on financial and investment matters; managing the day-to-day accounting transactions; monitoring and controlling revenue and expenditures; and preparing timely financial reports. It consists of a five-level structure with the Finance Manager at the apex. The department is also manned by officers in the grade of Accountant/Senior Accountant.
- 37.41 We have, for this review, been requested by the staff side to provide the MBC with a full-fledged Financial Operations Officer Cadre similar to what is obtainable in the Civil Service and, in parallel, to upgrade the salaries of the different levels including that of the Accountant/Senior Accountant. The reasons why the Bureau could not favourably consider these requests were explained at length to the parties concerned during consultations. We consider the existing structure of the Finance Department to be adequate to enable it to deliver on its mandate. It is, accordingly, being upheld.

HUMAN RESOURCE DEPARTMENT

- 37.42 The responsibility for the conduct of Human Resource operations, that is, recruitment, training and human resource planning, among others, befalls the Human Resource Department. The latter is headed by a Human Resource Manager who is supported by a Human Resource Management Officer (HRMO) and officers in the grades of Administrative Assistant and Clerk/Word Processing Operator.
- 37.43 Both Management and the staff side have pressed for the creation of the grades of Human Resource Assistant and Senior Human Resource Assistant to provide the required assistance to the HRMO and the Human Resource Manager in view of the growing importance of HR matters. While we consider the request to be justified, we are providing for a merged level of Human Resource Officer/Senior Human Resource Officer instead of the two distinct grades proposed so as to be in alignment with other parastatal organisations.

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

Recommendation 7

- 37.44 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer.**

37.45 The mode of appointment, duties and provision for movement in the Master Salary Scale should be as recommended in the Introductory Chapter of this Volume.

ADMINISTRATION DEPARTMENT

37.46 The Administration Department provides an array of services relating to general office and registry; cleaning; transport; security; plant and maintenance; and procurement and supply. An Administrative Manager is at the head of the department and he is assisted by Supervising Officers of the relevant areas falling under the department as well as other supporting staff.

37.47 Submissions received in respect of this Department comprise, among others, the creation of several grades; providing a new pattern of work for incumbents in the grade of Technicien de Surface; upgrading of salaries; and provision of new allowances to officers in certain grades. Where we could not accede to certain of the requests owing to technical reasons, we so informed the parties concerned and provided the necessary explanations related thereto. As regards the new levels proposed, we have, after careful examination, agreed to only those having strong functional justification.

Legal Officer (New Grade)

37.48 In view of the increasing number of legal issues arising at the MBC with regards to broadcasting rights, licences, copyrights, commercial and advertising regulations, amongst others, a request has been made for the creation of a grade of Legal Officer to assist in the handling of all matters having legal implications; draft documents including contracts, leases and memorandum of agreements; and provide advice on legal matters. On the basis of operational requirements, we endorse the proposal made.

Recommendation 8

37.49 We recommend the creation of a grade of Legal Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree and Master's Degree in Law or in a legal field or an equivalent qualification and relevant years of post-qualification experience in the legal field or Barrister-at-Law or Attorney-at-Law with relevant years of standing at the Bar or years of practice in Court.

37.50 Incumbent would be required, among others, to: provide advice on legal matters and assist the MBC in the drafting of complex documents including contracts, leases and memorandum of agreements; keep a record of all legal advice sought and received; conduct research, interpret laws, rules and regulation and prepare legal views and briefs; follow up on any legal dispute or litigation in which the MBC may be involved; assist in reviewing of existing rules and regulations and policies in line with prevailing legislation and law; keep track of all legal developments in the field of broadcasting in Mauritius; and represent the MBC in court.

Technicien de Surface (Roster-Day and Night) (New Grade)

37.51 Presently, the cleaning of areas surrounding the premises of the MBC, including entrances and paths as well as the work areas are carried out by incumbents in the grade of Technicien de Surface. Given that the MBC operates on a 24/7 basis, Management has requested that incumbents in the grade be placed on a roster system so as to ensure that the premises are kept clean at all times. While we agree with the views expressed regarding the need for a new pattern of work, we could not favourably entertain the proposal in view of technical reasons and Management was informed and explained accordingly. To address the situation, we, therefore, proposed the creation of a grade of Technicien de Surface (Roster – Day and Night) to which Management was agreeable. We are, hence, making appropriate recommendation to that end.

37.52 With the creation of the grade, however, the existing grade of Technicien de Surface would no longer be warranted and would have to be made evanescent. The incumbents are being given the opportunity to join the new grade.

Recommendation 9

37.53 We recommend:

- (i) the creation of a grade of Technicien de Surface (Roster – Day and Night). Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification acceptable to the Board;**
- (ii) that the grade of Technicien de Surface be made evanescent; and**
- (iii) officers in the evanescent grade of Technicien de Surface should be given the option to join the new grade of Technicien de Surface (Roster– Day and Night), and on joining be granted two additional increments at the salary point reached in their salary scale, subject to the top salary of the new grade.**

Office Attendant (Roster) (New Grade)

37.54 Incumbents in the grades of Radio and TV Attendant (Roster) (Personal) and Senior Radio and TV Attendant (Roster) (Personal) are, among others, required to run errands, clean premises and operate the telephone switchboard. Given that both grades are evanescent and the need for the functions is still required, Management has requested that it be provided with a new level, with an appropriate appellation, to carry out these tasks. On the basis of arguments put forward in justification for the creation of the grade, we are agreeable to the proposal and are recommending accordingly. The grade of Radio and TV Attendant (Roster) (Personal), which is currently vacant, is being abolished.

Recommendation 10

37.55 We recommend the creation of a grade of Office Attendant (Roster). Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with passes on one certificate in five subjects including English Language with at least Grade C in any two subjects.

37.56 Incumbents would, *inter alia*, be required to: open and close offices; collect and deposit keys from/to police stations; run official errands, including the despatch of correspondence, forms and materials and distribution of files, documents and faxes; usher in/guide visitors and maintain a record of such visits; clean premises and maintain the physical environment at a good standard; ensure that all switches/lights are turned off before leaving office; operate switch board/PABX console; and assist in the arrangement of furniture and equipment within office premises.

37.57 We further recommend that the grade of Radio and TV Attendant (Roster) (Personal) be abolished.

Scheme of Service – Administrative Assistant

37.58 The qualifications requirement of the grade of Administrative Assistant is a Diploma in Public Administration and Management or Human Resource Management (HRM). Presently, those possessing the Diploma in HRM are posted to the HR Department. Pursuant to the creation of the grade of Human Resource Officer/Senior Human Resource Officer in the HR Department, we consider that it would not be proper for the Administrative Assistants to be posted to that department once the new grade is filled as officers belonging to two different grades cannot be allocated the same duties. Consequently, there is need to amend the scheme of service of the grade.

Recommendation 11

37.59 We recommend that the scheme of service of the grade of Administrative Assistant should be amended such that, henceforth, the Diploma in Human Resource Management is no longer a requirement for the grade.

INTERNAL AUDIT DEPARTMENT

37.60 Officers of the Internal Audit Department are required to review the effectiveness of internal financial controls; ensure proper accountability and audit arrangements as well as investigate and evaluate risk management policies, among others. Currently, the department is staffed by officers in the grades of Internal Auditor and Internal Audit Officer.

37.61 We subscribe to the views of Management to the effect that the existing set up is adequate to enable the Department to operate effectively. For this reason, we could not retain the request of the staff side for the creation of a grade of Senior Internal Audit Officer. The proposal for restyling the grade of Internal Audit Officer to that of Audit and Risk Manager could also not be acceded to in view of salary implications.

ALLOWANCES AND SPECIFIC CONDITIONS OF SERVICE

Night Duty Allowance

37.62 Shift workers who effectively perform night shift are in principle entitled to a night duty allowance. We are extending this provision to officers who are required to operate on a shift system at the MBC.

Recommendation 12

37.63 We recommend that officers who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Insurance Policy for Officers working during natural calamities

37.64 Numerous requests have been received from union members for the payment of a risk allowance to officers who are required to perform outdoor duties during natural calamities including cyclone warning Class III and IV. Instead of the payment of such a risk allowance, we consider that it would be more appropriate for the MBC to consider providing an insurance policy to these officers. We are, hence, making appropriate recommendation to that effect.

Recommendation 13

37.65 We recommend that the MBC considers the advisability of providing insurance coverage to officers who are required to perform outdoor duties during natural calamities including cyclone warning Class III and IV.

Risk Allowance

37.66 Electricians who are regularly called upon to intervene on high tension voltage (22000 volts) are entitled to a Risk Allowance equivalent to one and a half increments at the initial of the salary scale. This provision is being maintained.

Recommendation 14

37.67 We recommend that a Risk Allowance equivalent to one and a half increments at the initial of the salary scale should be paid to Electricians who are regularly called upon to intervene on high tension voltage (22000 volts). In the event the quantum of allowance payable to the officers is lower than that drawn as at the eve of the publication of the 2021 Report, incumbents should continue to be paid the higher quantum on a personal basis.

Clothing Allowance

37.68 Officers on the permanent and pensionable establishment of the MBC who required to present News and Programmes are presently paid a monthly Clothing Allowance of Rs 385. This provision is, however, not applicable to employees of a specific programme who are sponsored in their apparel for presentation. We are revising the quantum in relation to this provision.

Recommendation 15

37.69 We recommend that the monthly Clothing Allowance payable to officers on the establishment of the MBC for the presentation of News and Programmes, should be revised to Rs 405.

Outdoor Coverage Allowance

37.70 Employees of the operation team who are required to perform outdoor duties during cyclone warning Class III and Class IV are presently being paid a daily outdoor coverage allowance. We are revising the quantum thereof. However, this allowance should lapse once the insurance policy is introduced.

Recommendation 16

37.71 We recommend that the daily outdoor coverage allowance payable to employees of the operation team who are required to perform outdoor duties during cyclone warning Class III and Class IV should be revised to Rs 1050.

37.72 We further recommend that this allowance should lapse upon the introduction of the insurance policy recommended at paragraph 37.65.

Allowance for driving Outside Broadcast Vehicles

37.73 A daily allowance of Rs 465 is paid to Driver/Handy Workers who effectively drive the Outside Broadcast vehicles and lorries for live coverage. We are revising the quantum in this Report.

Recommendation 17

37.74 We recommend that Driver/Handy Workers who are required to drive lorries and Outside Broadcast vehicles should be paid a daily allowance of Rs 490.

Earned Regularity Allowance

37.75 The Earned Regularity Allowance, which was introduced in 1992 as a measure to encourage the attendance of the core staff was replaced by the Incentive Scheme in 2003. Given that this scheme was subsequently extended to all staff members and became a financial burden, representations were made for the scheme in place to be reviewed. Thus, in our last Report, we provided for a revised Earned Regularity Allowance (ERA) in replacement of the Incentive Scheme. Further changes to the scheme were brought in the Addendum Report in order to rendering it more practical and appealing.

37.76 We are, in this Report, bringing further improvement to the scheme by acceding to the request of the staff side for a review of the number of extra hours performed for eligibility to ERA.

Recommendation 18

37.77 We recommend that:

- (i) employees in the grades listed in Column 2 of the table below should be eligible for ERA;

Departments	Grades	
	Qualifying for ERA as per Paragraph 37.77 (iii)	Qualifying for Attendance Bonus as per Paragraph 37.77 (ii)
News	Cameraman/Senior Cameraman (Roster) (Personal) Cameraman/Senior Cameraman (Roster) Principal Cameraman (Roster) (Personal) Principal Cameraman (Roster) Lighting Technician/Senior Lighting Technician (Roster) Production Assistant/Senior Production Assistant (Roster) Make-up Officer (Roster)	Desk Coordinator News Editor/Senior News Editor (Roster) (Personal) News Editor/Senior News Editor (Roster) News Producer/Senior News Producer (Roster) Chief News Producer (Roster)
Technology		Chief Broadcast Technologist (Shift) (Personal) Chief Broadcast Officer (Shift) (New Grade) Broadcast Officer/Senior Broadcast Officer (Shift) Broadcast Operator/ Senior Broadcast Operator (Shift) Chief Broadcast Operator (Shift) Satellite Officer (Roster) (Personal) Coordinator, Broadcast Technology Systems Analyst/ Administrator (Roster) Coordinator, Satellite Services Broadcast Assistant (Shift)

Departments	Grades	
	Qualifying for ERA as per Paragraph 37.77 (iii)	Qualifying for Attendance Bonus as per Paragraph 37.77 (ii)
Content	Cameraman/Senior Cameraman (Roster) (Personal) Cameraman/Senior Cameraman (Roster) Principal Cameraman (Roster) (Personal) Principal Cameraman (Roster) Sound Technician/Senior Sound Technician (Roster)	Technical Producer/ Senior Technical Producer (Roster) Chief Technical Producer (Roster) Production Assistant/Senior Production Assistant (Roster)
Marketing & Sales	Animation Graphics Artist (Roster) Senior Animation Graphics Artist (Roster)	Coordinator, Animation Graphics
Workman's Class Staff	Driver/Handy Worker (Roster) Audio Visual Assistant (Roster) Maintenance Assistant Electrician (Shift) Chief Electrician Carpenter Decors (Roster) Chief Carpenter Decors (Roster)	

(ii) employees in the grades listed in column 3 of the above table should be eligible for a monthly Attendance Bonus of Rs 1945 as well as time off for additional hours put in.

(iii) The ERA payable to eligible officers should be as per the table below:

Monthly Basic Salary Brackets (Rs)			ERA (for putting excess hours work and regular attendance) % of Monthly Salary	Maximum Amount Payable (Rs)
(a)	Year	Rs	15%	3940
	2021	Up to 30960		
	2022	Up to 31525		

Monthly Basic Salary Brackets (Rs)			ERA (for putting excess hours work and regular attendance) % of Monthly Salary	Maximum Amount Payable (Rs)
(b)	Year	Rs	13%	4935
	2021	31775 up to 53305		
	2022	32350 up to 54200		

37.78 We further recommend that the conditions governing ERA should be as follows:

- (i) eligible employees working on Roster/Shift who are present on all working days of the month and who put in above 30 additional hours per month should be paid 100% of the ERA entitlement;
- (ii) those who are present on all working days of the month and who put in between 15 to 30 additional hours monthly, should be paid the ERA on a *pro-rata* basis;
- (iii) those who are present on all working days of the month but who put in less than 15 hours but at least five additional hours monthly should not be entitled to ERA but should be granted equivalent time off facilities;
- (iv) up to one day casual leave which has been approved beforehand should not be considered as absence for the purpose of parts (i), (ii) and (iii) above; and
- (v) for each day of absence in a month, the ERA entitlement should be reduced proportionately.

37.79 We additionally recommend that for employees eligible for Attendance Bonus, each day of absence should be sanctioned by a reduction of 50% of the Attendance Bonus entitlement.

Bank Scheme

Recommendation 19

37.80 We recommend that the MBC should continue to run the bank scheme in order to palliate for the shortage of staff in certain grades. The additional hours put in by these employees should count towards the excess hours required to qualify for ERA.

37. MAURITIUS BROADCASTING CORPORATION

SALARY SCHEDULE

MBC 1 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225

Technicien de Surface (Personal)

MBC 2 : Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025

Technicien de Surface (Roster – Day and Night) (New Grade)

MBC 3 : 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

MBC 4 : Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475

Office Attendant (Roster) (New Grade)

MBC 5 : 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

Audio Visual Assistant (Roster)

Maintenance Assistant

Mechanic (Personal)

MBC 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225

Senior Radio and TV Attendant/Head Radio and TV Attendant (Roster) (Personal)

MBC 7 : 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 - 29050

Carpenter (Decors) (Roster)

Driver/Handy Worker (Roster)

MBC 8 : 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

Broadcast Assistant (Shift)

Electrician (Shift)

37. MAURITIUS BROADCASTING CORPORATION (Contd)

- MBC 9 : 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 - 32350**
Telephone Operator/Receptionist (Shift)
- MBC 10 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Make-Up Officer (Roster)
Security Officer (Shift)
- MBC 11 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
- MBC 12 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Transport Foreman
- MBC 13 : Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650**
Chief Carpenter (Decors) (Roster)
Chief Electrician
- MBC 14 : 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**
Sales Officer
- MBC 15 : 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
- MBC 16 : 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 - 39350**
Lighting Technician/Senior Lighting Technician (Roster)
Sound Technician/Senior Sound Technician (Roster)
- MBC 17 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350**
Cameraman/Senior Cameraman (Roster)

37. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 18 : 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 - 40300

Broadcast Operator/Senior Broadcast Operator (Shift)

MBC 19 : 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 - 37450 x 950 - 42200 x 1300 - 43500

Production Assistant/Senior Production Assistant (Roster)

Programme Officer/Senior Programme Officer

Quality Control Officer/Senior Quality Control Officer

MBC 20 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

MBC 21 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Financial Operations Officer

formerly Financial Officer

Procurement and Supply Officer

MBC 22 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

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

MBC 23 : 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

Administrative Assistant

Administrative Assistant Radio/TV (Roster) (Personal)

MBC 24 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

Internal Audit Officer

Marketing Officer

Sales Control Officer

Senior Sales Officer

37. MAURITIUS BROADCASTING CORPORATION (Contd)

- MBC 25 : 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 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Customer Care Officer/Senior Customer Care Officer (Shift)
- MBC 26 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 QB 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Animation Graphics Artist (Roster)
- MBC 27 : Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 QB 49250**
Digital Archives Officer (Roster)
- MBC 28 : Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
ICT Technician (Roster) (New Grade)
- MBC 29 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
Senior Procurement and Supply Officer
- MBC 30 : 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
- MBC 31 : Rs 23025 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 - 52550**
Broadcast Officer/Senior Broadcast Officer (Shift)
- MBC 32 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Chief Broadcast Operator (Shift)
- MBC 33 : Rs 20050 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 - 54200 x 1700 - 55900**
Cameraman/Senior Cameraman (Roster) (Personal)

37. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 34 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600

Assistant Manager, Financial Operations
Assistant Manager (Procurement and Supply)

MBC 35 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300

Principal Cameraman (Roster)
Principal Lighting Technician (Roster)
Principal Sound Technician (Roster)

MBC 36 : 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 QB 55900 x 1700 - 61000

News Producer/Senior News Producer (Roster)
Technical Producer/Senior Technical Producer (Roster)

MBC 37 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000

Principal Cameraman (Roster) (Personal)

MBC 38 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 QB 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Marketing and Sales Executive

MBC 39 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Officer
Logistic and Facilities Coordinator
Satellite Officer (Roster) (Personal)
Senior Animation Graphics Artist (Roster)

MBC 40 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Communication and Customer Care Executive
Plant and Maintenance Officer

MBC 41 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Chief Digital Archives Officer

37. MAURITIUS BROADCASTING CORPORATION (Contd)

- MBC 42 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400**
Legal Officer (New Grade)
- MBC 43 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200**
Producer/Senior Producer (Roster)
- MBC 44 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000**
Chief Broadcast Officer (Shift) (New Grade)
- MBC 45 : 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**
News Editor/Senior News Editor (Roster)
- MBC 46 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 QB 64400 x 1800 - 69800**
Chief News Producer (Roster)
Chief Technical Producer (Roster)
- MBC 47 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Accountant/Senior Accountant
Human Resource Management Officer
Internal Auditor/Senior Internal Auditor (Future Holder)
Systems Analyst/Administrator (Roster)
- MBC 48 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Engineer/Senior Engineer
- MBC 49 : Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Chief Broadcast Technologist (Shift) (Personal)
- MBC 50 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Internal Auditor (Personal)

37. MAURITIUS BROADCASTING CORPORATION (Contd)

- MBC 51 : Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Manager (Financial Operations)
Manager (Procurement and Supply)
- MBC 52 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800**
Chief Producer (Roster)
- MBC 53 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 QB 71800 x 2000 - 73800**
News Editor/Senior News Editor (Roster) (Personal)
- MBC 54 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800**
Coordinator, Animation Graphics
Coordinator, Broadcast Technology
Coordinator, Satellite Services
Radio Channel Coordinator
TV Channel Coordinator
- MBC 55 : Rs 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800**
Production Manager (Oriental/General)
Programme Manager
Radio Production Manager (Oriental/General)
- MBC 56 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Administrative Manager
Desk Coordinator
Finance Manager
Human Resource Manager
Marketing and Sales Manager
Radio Production Manager (Oriental/General) (Personal)
- MBC 57 : Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100**
Head of Content
Head of Technology
formerly Head of Technology and Multimedia

37. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 58 : Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Director of News



38. MAURITIUS CANE INDUSTRY AUTHORITY

- 38.1 The Mauritius Cane Industry Authority (MCIA) was established under the Mauritius Cane Industry Authority Act of 2011, as the apex organisation of the sugarcane industry. It is a merger of six ex-service providing institutions, namely the Cane Planters and Millers Arbitration and Control Board; Farmers' Service Corporation; Mauritius Sugar Authority; Mauritius Sugar Industry Research Institute; Mauritius Sugar Terminal Corporation and Sugar Planters Mechanical Pool Corporation.
- 38.2 Following the publication of the 2016 PRB Report, the Bureau reviewed the salaries and conditions of service of employees of the former Bagged Sugar Storage and Distribution Unit (BSSDU) in a private capacity. Besides a salary revision which was due, the Report also contained provisions to facilitate the integration of the employees in the MCIA. Those who opted to join the MCIA were provided salaries in the existing pay structure of the 2016 PRB Report whereas the others retained their previously drawn salary from former BSSDU on a personal basis. Hence, the configuration of the MCIA was further amended after the BSSDU's integration therein.
- 38.3 The main objectives of the Authority are, among others, to: monitor, oversee and coordinate all activities relating to the cane industry; promote and support the sustainable development, efficiency and viability of the cane industry; and ensure the technical progress and efficiency of the cane industry by means of research and investigation. Besides, it also resolves disputes between planters, millers and middlemen; and facilitates the adoption of modern and efficient agricultural practices by planters.
- 38.4 Presently, each of the constituent of the MCIA operates as a Unit or Division where each of these Units/Divisions is responsible for a specific function, under which the activities of the MCIA are organised. While the BSSDU is headed by a Technical Manager who is supported by technical staff as well as employees from manual grades, the other Units/Divisions are usually led by a Director who is assisted by an Assistant Director and supported by staff in various fields and at various levels.
- 38.5 Execution of policies of the MCIA Board as well as the control and management of the day-to-day business of the organisation devolve on the Chief Executive Officer who oversees the functions of all the Units/Divisions of MCIA.
- 38.6 It is important to note that the setting up of the MCIA was based on the overriding aim of benefitting from efficiency linked to research and innovation. However, in so doing, it was imperative to have the appropriate structure to enable staff perform and thrive while achieving organisational goals as well. We, therefore, provided all necessary levels and incentives in the last Report with a view to allowing the Authority and employees to perform with greater efficiency and effectiveness.
- 38.7 The Unions consider that the activities of the MCIA have expanded, the more so, that the organisation is operating in a full swing mode. From this perspective, they made representations in connection with allowances for shouldering additional

responsibilities; creation of grades; restyling and reviewing the salary of certain grades; payment of other allowances such as for ISO Certification, telephone facilities, usage of bad road for field work and exposure to risks; and provision for duty free facilities.

- 38.8 Management on its part, believes that there is need for restyling of certain grades; provision of 50% duty exemption on the purchase of a car; and for a payment of various allowances, among others, to ensure the smooth running of the organisation.
- 38.9 During consultative meetings with both Unions and Management, we informed them of requests that could not be entertained by the Bureau and provided them with ample information and explanation thereon. In certain instances, additional information was even sought to enable the Bureau to take an informed decision.
- 38.10 Representations that fall to be dealt with by the Bureau are discussed under their respective Units/Divisions.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

HUMAN RESOURCE CADRE

- 38.11 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

FINANCE CADRE

- 38.12 At present, Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* possessing a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy or an equivalent qualification are allowed to move incrementally in the Master Salary Scale up to the salary point of Rs 42325 subject to meeting certain criteria. We are maintaining the present position.

Recommendation 1

- 38.13 **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 Financial Management and Accounting or a Diploma in Accountancy or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to the salary point of Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

PROCUREMENT AND SUPPLY CADRE

Head, Procurement and Supply (New Grade)

- 38.14 At present, a Stores Superintendent is responsible to look after the day-to-day running of the Procurement and Supply Unit. Incumbent is assisted by officers in the

grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Assistant Procurement and Supply Officer. Management has requested that in view of the volume and value of procurement activities involved at the MCI, there is need for a grade to be responsible for all procurement and supply transactions so as to ensure the efficient management of the Unit. After examination of the cadre in terms of the functions, duties and responsibilities, it is considered that the structure may be revisited. In the new set up, we are providing for a grade of Head, Procurement and Supply, while the grade of Stores Superintendent will no longer be required.

Recommendation 2

38.15 We recommend the creation of a grade of Head, Procurement and Supply Officer. Appointment thereto should be made by selection from among officers possessing a Degree in Procurement and Supply Management or an equivalent qualification from a recognised institution acceptable to the Board and reckoning an aggregate of at least 10 years' service in the cadre. In the absence of qualified serving officers, selection should be made from among candidates possessing the required qualification and experience.

38.16 We further recommend that the grade of Stores Superintendent be made evanescent. A personal salary has been provided for the officer in post.

38.17 Incumbent in the grade of Head, Procurement and Supply Officer would be required, among others, to advise the Chief Executive Officer on matters related to procurement and supply management; flag non-compliance and misinterpretation of existing rules and regulations to the Chief Executive Officer; and carry out procurement and supervise supply and warehouse operations.

38.18 Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

INTERNAL CONTROL OFFICER CADRE

38.19 Internal Control Officer/Senior Internal Control Officers are allowed to proceed beyond their top salary up to salary point Rs 42325 subject to having successfully completed specific papers. We are maintaining this provision and revising the salary point.

Recommendation 3

38.20 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) 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 the salary point of Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

FARMERS SERVICE AGENCY

- 38.21 The Farmers Service Agency (FSA) has been set up to facilitate the adoption of modern and efficient agricultural practices by planters. In line with this objective of the FSA, one of its main functions is to provide technical advice, assistance and training to planters on cane cultivation, harvesting and transport of cane and post-harvest operations.
- 38.22 Presently, the FSA is headed by a Director who is supported by a team of Managers who are responsible for the day-to-day running of the six Farmers Service Centres around the island.
- 38.23 In addition to submissions mentioned in the foregoing paragraphs, there were certain requests specific to FSA. For instance, an allowance was claimed for tea making by Office Attendants and union members were informed of the existing recommendations in the Report which deal with same. Additionally, proposal was made that the grade of Technical Assistant/Senior Technical Assistant (TA/STA) be granted duty free facilities which, in fact, is based on results of the Survey on Travelling and Car Benefits.
- 38.24 Proposal was also made for a change in the appellation of the grade of Office Attendant to General Attendant. The Bureau informed the union members that such an issue cuts across the parastatal bodies and will be looked into in line with a general policy for parastatal bodies. As to Technical Assistant/Senior Technical Assistants, they requested for a change in their appellation to Technical Support Officer and also made out a case for upgrading. After a thorough examination of the submissions, the Bureau holds that an upgrading neither in terms of qualification nor in terms of salary would be appropriate.
- 38.25 As no issue was raised concerning the organisational structure, we consider that it is appropriate.

Office Management Assistant

- 38.26 Union members requested that an allowance equivalent to two increments be paid to incumbents in the grade of Office Management Assistant (OMA) of the ex-Extension and Training Unit for performing additional duties pertaining to registration and processing of applications for field mechanisation and land preparation works falling under the Agricultural Mechanisation Unit and not under the Extension and Training Unit. The Bureau considers that issues regarding work allocation should be dealt with at Management level. Nevertheless, in order to address the work load problem, Management Support Officers (MSO) may provide assistance whenever the need is

felt. Hence, Management should make appropriate arrangement for the posting of MSOs so that they may provide required assistance.

AGRICULTURAL MECHANISATION UNIT

- 38.27 The Agricultural Mechanisation Unit (AMU) manages a fleet of agricultural machines and equipment as well as various equipment accessories. The Unit is also responsible to hire the agricultural machinery of the MCIA to such persons and on such terms and conditions as the Board may determine.
- 38.28 A Director is responsible for the day-to-day management of the AMU and he is assisted by a complement of staff in various grades.
- 38.29 For this review exercise, a case was made for the payment of an extra duty allowance to the Operations Superintendent for work carried out after normal working hours. Being an implementation issue, Management was apprised of this situation. Request was also made for absence on Saturdays to be reckoned as half day leave instead of a full day. The staff side was informed that the issue would be treated in line with general policy of the Bureau.
- 38.30 Union members made further proposals with respect to the payment of an allowance to incumbents in the grade of Driver, Heavy Mechanical Unit for crane manipulation when transferring heavy mechanical equipment. Upon examination, the Bureau could not retain same. Similarly, regarding increase in salary for the grade of Agricultural Mechanisation Operator, incumbent was requested to attend an interview at the Bureau to assess the requirement by incumbent to operate five different types of machines. After a scrutiny of the Job Description Questionnaire, the Bureau was unable to accede to this request.
- 38.31 The present structure is considered appropriate for the AMU to deliver on its mandate. We are, therefore, maintaining same.

Movement in Salary Scale for Technical and Mechanical Officer/Senior Technical and Mechanical Officer

- 38.32 At present, Technical and Mechanical Officer/Senior Technical and Mechanical Officers possessing a degree as cited in the paragraph below are allowed to move beyond their top salary subject to satisfying certain conditions. This provision is being reviewed.

Recommendation 4

- 38.33 We recommend that officers in the grade of Technical and Mechanical Officer/Senior Technical and Mechanical Officer possessing a Degree in Mechanical Engineering or Mechatronics or Manufacturing Engineering and who:**
- (i) **were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 57600 on a personal basis;**

- (ii) **join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

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

Allowance to Workshop/Vehicle/Machinery Attendants

38.34 At present, Workshop/Vehicle/Machinery Attendants, after successfully completing the NTC (Level 3)/NC (Level 3) and having served for at least four years in the same grade as from the date of obtention of the NTC (Level 3)/NC (Level 3) and who are performing duties pertaining to the trade are being paid a non-pensionable allowance equivalent to two increments at the point they have reached in the salary scale. The Bureau is enhancing this provision.

Recommendation 5

38.35 We recommend that incumbents in the grade of Workshop/Vehicle/Machinery Attendant who have successfully obtained the NTC (Level 3)/NC (Level 3) be paid a monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in their salary scale.

38.36 We further recommend that incumbents in the grade of Workshop/Vehicle/Machinery Attendant having performed the duties related to the trade for at least four years after obtention of the NTC (Level 3)/NC (Level 3) be granted an additional monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in their salary scale.

CONTROL AND ARBITRATION DEPARTMENT

38.37 With the proclamation of the MCIA Act, the Control and Arbitration Department (CAD) has replaced the Cane Planters and Millers Arbitration and Control Board. It is mandated, among others, to: arbitrate disputes between planters and millers; control the milling of canes and the manufacture of sugar; determine the quantity of sugar and co-products accruing to planters and millers; and execute the functions assigned to it under relevant parts of the MCIA Act. The responsibility for the execution of the policy of the Control and Arbitration Committee and the management of its day-to-day business befalls a Director.

38.38 In the context of this Report, proposals were made for the creation of grades at technical and operational levels. After analysis, the Bureau could not accede to the requests for want of information. Representations were also made for amendments in schemes of service of several grades and Union was informed that it is the prerogative of Management to amend same and these issues may be addressed before the Report.

38.39 The present structure is adequate and, therefore, a change is not warranted at this stage.

MAURITIUS SUGARCANE INDUSTRY RESEARCH INSTITUTE

- 38.40 The main objectives of the Mauritius Sugarcane Industry Research Institute (MSIRI) are to conduct research on: canes to enhance the cost effectiveness and competitiveness of the cane industry; technical and engineering options for improving the efficiency of factories and for value additions to the co-products; programmes on such crops as the Minister of Agro-Industry and Food Security may approve; and to maintain an effective interaction with the agricultural sector and with national and international bodies.
- 38.41 The Director, MSIRI who is at the apex of the organisation, is assisted by professionals in the field of research as well as technical staff.
- 38.42 In the context of this Report, union members requested, among others, to review the payment of night trapping allowance and they were informed that this is an issue to be dealt with administratively and the proper forum to raise this issue is with their Management. Similarly, with respect to their request for the payment of a duty allowance for carrying out additional responsibilities and for being on-call at unsocial hours, union members were informed that they should take up the matter with Management.
- 38.43 Moreover, both Union and Management proposed to restyle grades in the Research Officer Cadre. After examination and comparison with other institutions involved in research activities, the Bureau is of the view that the current appellation is appropriate and should be maintained. Management on its side made further representations on the review of the salary of the Director, which is an issue to be considered by the Bureau. As regards the creation of additional grades, after scrutiny, the Bureau considers that the structure, which has been reinforced in the last Report, is appropriate.

SUGAR STORAGE AND HANDLING UNIT

- 38.44 The Sugar Storage and Handling Unit (SSHU) is responsible for sugar receipt, storage and delivery of both plantation white sugar and non-originating sugars to the two refineries of the island.
- 38.45 Currently, a Technical Manager heads the SSHU and he is supported by officers in technical and manual grades.
- 38.46 For this Report, representation was made by Union for the restyling of certain grades. However, upon examination, the requests could not be acceded to by the Bureau for technical reasons. Proposal was also made for officers to be allowed to follow relevant courses so as to be considered for appointment to the grade of Terminal Operator. Since the said grade is filled by selection from employees with the required qualifications, the Bureau did not accede to same.
- 38.47 Management on its side requested for restyling of the grade of Terminal Operator (Civil) to Terminal Operator/ Senior Terminal Operator (Civil). Incumbents, in the grade of Terminal Operator, are promoted to the grade of Senior Terminal Operator

on reckoning four years' service. As the grade of Terminal Operator exists in different fields, it would not be possible to bring amendments in one particular field only as this restyling will imply an automatic promotion for the lower level. Management also submitted that the scheme of service of certain grades requires amendments. The Bureau, therefore, informed them that amendments thereto may be done on an *ad hoc* basis at their end.

38.48 After carefully examining the submissions, we are, in this Report providing for the new grade of Analyst.

Analyst (New Grade)

38.49 The Bureau was apprised that the top salary of the grade of Analyst/Senior Analyst in the Policy and Planning Unit is similar to that of the Manager, Policy and Planning though the former works under the direct supervision of the Manager, Policy and Planning. In the circumstance, to address the issue, we are making provision for a grade of Analyst under the supervision of the Manager, Policy and Planning.

Recommendation 6

38.50 We recommend that:

- (i) the grade of Analyst/Senior Analyst be made evanescent and the officers in post be provided with a personal salary; and**
- (ii) a grade of Analyst be created with the same entry qualification requirements and duties as those attached to the evanescent grade of Analyst/Senior Analyst.**

Movement in Salary Scale beyond QB for Officers in the Grade of Terminal Operator (Electrical) and Terminal Operator (Mechanical)

38.51 At present, Terminal Operators are allowed to proceed beyond the QB in their respective salary scales upon possession of a valid driving licence for Wheel Loaders. We are maintaining the present arrangement.

Recommendation 7

38.52 We recommend that employees in the grades of Terminal Operator (Electrical) and Terminal Operator (Mechanical) possessing a valid driving licence for wheel loaders should be allowed to proceed beyond the QB in their respective salary scale.

Movement in salary scale beyond Top Salary for officers in the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil).

38.53 At present, officers in the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil) possessing a Degree in Mechanical Engineering or Electrical Engineering or Civil Engineering respectively are allowed to

move incrementally beyond their top salary in the Master Salary Scale. We are reviewing this provision.

Recommendation 8

38.54 We recommend that officers in the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil) possessing a Degree in Mechanical Engineering or Electrical Engineering or Civil Engineering respectively and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 57600 on a personal basis;**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

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

ALLOWANCES

38.55 For this review exercise, proposals have been made both by Management and Unions for revision of the quantum of existing allowances and for the payment of new allowances. Requests for the payment of new allowances have been carefully examined by the Bureau and granted on the basis of merit. As to existing allowances, the Bureau has re-examined same and existing provisions have been maintained and the quantum revised, where necessary. However, Management should equally ensure that the payment of the allowances is still justified and should inform the Bureau of any occurrences that may affect those payments.

On-Call and In-Attendance Allowance – Control and Arbitration Department

38.56 During crop season, the intervention of the Director and Assistant Director is often required outside normal working hours. Officers of the Control and Arbitration Department as per the ensuing paragraph are being paid, during the crop season, On-Call and In-Attendance allowances whenever they are on-call after normal working hours and have to attend their site of work if needed. Since Management has informed that this arrangement is still relevant, we are maintaining the payment of these allowances at a revised rate.

Recommendation 9

38.57 We recommend that officers of the Control and Arbitration Department be paid a monthly commuted allowance for being On-Call as well as In-Attendance while being on-call, inclusive of travelling time, during crop season as follows:

Grade	Amount (Rs)
Area Superintendent	870
Sugar Technologist/Senior Sugar Technologist	1190
Assistant Director, Control and Arbitration Department	1325
Director, Control and Arbitration Department	1575

Allowance for working on roster during crop seasons

38.58 During crop seasons, officers in the grade of Technical Officer/Senior Technical Officer (Control and Arbitration) are required to work on a roster basis and are paid a monthly allowance for same. This practice takes place on an annual basis and consequently remains valid. So, we are recommending the revision of the said allowance.

Recommendation 10

38.59 We recommend that during crop seasons, officers in the grade of Technical Officer/Senior Technical Officer (Control and Arbitration) who work on a roster basis should be paid a monthly allowance equivalent to one increment at the initial of their salary scale.

Bad Road Allowance

38.60 A few officers use their vehicles (cars/4 x 4/2 x 4/autocycles/motorcycles) on bad roads during the performance of their duties. In this context, they are paid a monthly bad road allowance. We are maintaining this provision and the quanta of the allowance are as recommended hereunder.

Recommendation 11

38.61 We recommend that the monthly Bad Road Allowance payable to officers in the performance of their duties should be as follows:

- (i) Rs 1575 to officers who regularly use their cars; and**
- (ii) Rs 800 to officers who regularly use 4 x 4 or 2 x 4 vehicles.**

38.62 We further recommend that the monthly Bad Road Allowance payable to employees who regularly use their autocycles and motorcycles in the performance of their duties be revised to Rs 250 and Rs 375 respectively.

Allowance for distributing gas, oil and fuel to tractors

38.63 Officers in certain manual grades are required to, over and above their normal duties, distribute gas, oil and fuel to tractors. In this context, they are paid a monthly allowance, which we are maintaining.

Recommendation 12

38.64 We recommend that incumbents in the grades of Workshop/Vehicle/Machinery Attendant and General Attendant who distribute gas, oil and fuel to tractors should continue to be paid a monthly allowance equivalent to one and a half increments at the initial of their respective salary scale.

Driving Allowance to Tradesmen

38.65 A daily driving allowance of Rs 150 is paid to Tradesmen who effectively drive the Authority's vehicles during the performance of their duties. The payment of the allowance is being maintained while its quantum is being revised.

Recommendation 13

38.66 We recommend that the daily allowance payable to Tradesmen who are required to drive the organisation's vehicles to their respective site of work in the performance of their duties, be revised to Rs 160.

Allowance to collect and bank money

38.67 Clerical Officers and Management Support Officers are required, among others, to collect and bank money for which they are paid a daily allowance of Rs 40. We are maintaining the quantum of the allowance.

Recommendation 14

38.68 We recommend that the daily allowance payable to Clerical Officers and Management Support Officers who are required to collect and bank money should be maintained at Rs 40.

Responsibility Allowance for performing duties of Sprayer Operator

38.69 General Workers are at times required to perform the duties of the grade of Sprayer Operator. Incumbents are in turn paid a responsibility allowance on a daily basis.

Recommendation 15

38.70 We recommend that General Workers who are required to perform the duties of the grade of Sprayer Operator should be paid a responsibility allowance computed on a daily basis.

Allowance for performing Extra Hours during Crop Season

38.71 During the crop season, a few officers working at the Terminal are required to put in extra hours to cater for emergencies and repairs during weekends and public holidays. In this respect, they are paid an allowance per month and we are revising same. Concerning the allowance payable to officers required to supervise the arrival and departure of employees, we are maintaining the provision.

Recommendation 16

38.72 We recommend that officers in the grades mentioned below who put in extra hours of work during the crop season should be paid a monthly allowance as hereunder:

Grade	Rs/month
Engineer/Senior Engineer (Electrical)	3490
Terminal Operations and Maintenance Officer (Electrical)	2730
Terminal Operations and Maintenance Officer (Mechanical)	
Terminal Cleaning and Maintenance Officer (Civil)	

38.73 We also recommend that officers who are required to supervise the arrival and departure of employees 15 minutes prior to the start of operations at the Sugar Storage and Handling Unit and after the closure time throughout the year, should be paid an allowance of Rs 1425 per month.

Allowance for attending duty early in the Crop Season

38.74 During the crop season, officers of the Terminal Operator Cadre are required, on a roster basis, to attend duty by their own means of transport, at a very early hour. Moreover, officers in the grades of Engineer/Senior Engineer (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) are equally called upon to start duty at 04 45 hours, on a weekly roster basis. In this respect, incumbents are being paid a monthly allowance. We view that they should continue to be paid same but at a revised rate.

Recommendation 17

38.75 We recommend that the allowance payable to officers of the Terminal Operator Cadre who are required to attend duty at 04 45 hours on a roster basis by their own means of transport during the crop season as well as that payable to Engineer/Senior Engineers (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officers (Mechanical) of the Sugar Storage and Handling Unit for attending work early during the crop season should be revised as hereunder:

Grade	Allowance per month (Rs)
Senior Terminal Operator (Electrical) Senior Terminal Operator (Mechanical)	2415
Terminal Operator (Electrical) Terminal Operator (Mechanical)	1575
Engineer/Senior Engineer (Electrical) Terminal Operations and Maintenance Officer (Electrical) Terminal Operations and Maintenance Officer (Mechanical)	2940

Allowance for attending to Emergencies

38.76 During the intercrop season, officers in the grades of Terminal Operations and Maintenance Officer (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) are at times called upon to attend to emergencies outside their normal working hours. Subsequently, they are paid an allowance, inclusive of travelling time, which we are revising.

Recommendation 18

38.77 We recommend that Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officers (Mechanical) who attend to emergencies after normal working hours during inter crop season should be paid an allowance of Rs 475 per call.

Allowance for performing Cross Functional and wide range of Duties

38.78 Terminal Operators (Civil) and Welders are required to perform cross functional and a wide range of duties during crop season against payment of a monthly allowance. Since this arrangement is resorted to every year during this season, we are maintaining the provision and revising the rate.

Recommendation 19

38.79 We recommend that Terminal Operators (Civil) and Welders who are called upon to perform cross-functional and wide range of duties during the crop season should be paid a monthly allowance of Rs 790.

Allowance for Cleaning Duties at Night during Crop Season

38.80 During the crop season, employees in the grades of Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant are required to clean at night, the Receiving Station, Conveyor Galleries/Belts and Ship Loader, among others. They are

being paid an allowance of Rs 750 per fortnight for performing these duties. We are revising its quantum.

Recommendation 20

38.81 We recommend that officers in the grades of Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant should be paid a fortnightly allowance of Rs 790 for cleaning the Receiving Station, Conveyor Galleries/Belts and Ship Loader, among others, at night during the crop season.

Mileage Allowance (Autocycle/Motorcycle)

38.82 At present, employees in the grades of Terminal Operator (Civil), Terminal Operator (Electrical), Terminal Operator (Mechanical), Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) are being refunded mileage on a monthly basis for using their autocycles and motorcycles to attend duty during crop season at such time when public transport is not available. As this arrangement is appropriate, it is, therefore, being maintained.

Recommendation 21

38.83 We recommend that employees in the grades of Terminal Operator (Civil), Terminal Operator (Electrical), Terminal Operator (Mechanical), Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) who use their autocycles and motorcycles to attend duty during crop season at such time when public transport is not available, should be refunded mileage on a monthly basis as hereunder:

- (i) where the total distance covered on days the employees attend the Sugar Storage and Handling Unit is up to 400 km over a month, the whole distance covered should be computed at Rs 2.80 and Rs 3.40 per km for autocycles and motorcycles respectively; and
- (ii) where the total distance covered on days the employees attend the Sugar Storage and Handling Unit is more than 400 km over a month, refund of mileage should be computed at the rate of Rs 2.80 /Rs 3.40 for the first 400 km and Rs 2.00 /Rs 2.45 for mileage in excess of 400 km for autocycles and motorcycles respectively;

whichever is appropriate

OR

be refunded travelling expenses at bus fares, whichever is higher.

Other Allowances

38.84 In addition to the allowances recommended in this Report, there are certain officers of the MCIA who were drawing other allowances. Since the rationale and justification behind same are unknown to the Bureau, **we are not reviewing those allowances.**

38. MAURITIUS CANE INDUSTRY AUTHORITY

SALARY SCHEDULE

MCIA 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

MCIA 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850

Sanitary Attendant

Terminal Attendant

MCIA 3 : 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

MCIA 4 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625

Workshop/Vehicle/Machinery Attendant

MCIA 5 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Security/Gatekeeper

MCIA 6 : 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

Cleaning Attendant/Sewer

General Worker/Field Worker/Gardener

Office Attendant

Senior General Worker/Field Worker (Personal)

Terminal Attendant/Gardener

MCIA 7 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000

Sampler

Toolskeeper

MCIA 8 : Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525

Arrimeur/Baghandler

Baghandler

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 9 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver
Driver/Handy Worker
Driver/Messenger
Driver/Messenger/Office Attendant (BSSDU)

MCIA 10 : 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

Field Supervisor

MCIA 11 : 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 x 825 - 28225

General Attendant

MCIA 12 : 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

Assistant Time Keeper
Electrician
Electrician (BSSDU)
Fitter
Mechanic
Mechanic/Welder (BSSDU)
Panel Beater
Turner/Machinist
Welder
Tradesman

MCIA 13 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225

Senior/Head Office Attendant

MCIA 14 : 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 - 29050

Forklift Driver/Operator

MCIA 15 : 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 x 825 - 29875

Radio/Telephone Operator/Receptionist

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 16 : 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 - 29875

Agricultural Machinery Operator
Multi-Skilled Tradesman

MCIA 17 : 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 - 29875

Operator (BSSDU)
Operator (Personal)

MCIA 18 : 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

Farm Machinery Operator (Personal)

MCIA 19 : 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 - 30700

Agricultural Machinery Operator (Personal to holders in post as at 31.12.12)
Head Operator (Personal)

MCIA 20 : 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

Driver, Heavy Mechanical Unit

MCIA 21 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525

Timekeeper

MCIA 22 : 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 - 33175

Head, Agricultural Machinery Operator

MCIA 23 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000

Word Processing Operator

MCIA 24 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer
Controller
Support Assistant

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 25 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Chief Mechanic
Foreman/Baghandler

MCIA 26 : 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 - 35650 x 900 - 36550

Terminal Operator (Civil)

MCIA 27 : 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

Assistant Field Officer
Technical Assistant (Air Monitoring)

MCIA 28 : 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 - 35650 x 900 - 36550 QB 37450

Terminal Operator (Electrical)
Terminal Operator (Mechanical)

MCIA 29 : 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

Computer Support Officer

MCIA 30 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

MCIA 31 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounting Assistant
Assistant Financial Operations Officer
formerly Assistant Financial Officer
Assistant Procurement and Supply Officer
Site Officer
Weigher

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 32 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 QB 40300

Senior Terminal Operator (Electrical)
Senior Terminal Operator (Mechanical)

MCIA 33 : 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 - 37450 x 950 - 41250

Technical Assistant/Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Research)

MCIA 34 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250

Senior Test Chemist (Personal)

MCIA 35 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

MCIA 36 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Accounting Officer

MCIA 37 : 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

MCIA 38 : 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

Internal Control Officer/Senior Internal Control Officer

MCIA 39 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer
Financial Operations Officer/Senior Financial Operations Officer
formerly Financial Officer/Senior Financial Officer
Procurement and Supply Officer/Senior Procurement and Supply Officer

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 40 : 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

Administrative Assistant
ICT Technician
formerly IT Technician
Supervisor (Sugar Industry Project)

MCIA 41 : 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

MCIA 42 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Principal Financial Operations Officer
formerly Principal Financial Officer

MCIA 43 : 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 - 54200

Mechanical Workshop & Transport Officer /Senior Mechanical Workshop & Transport Officer
Operations Officer (Agricultural Mechanisation)
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
Technical Officer/Senior Technical Officer (Control and Arbitration)

MCIA 44 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200

Terminal Cleaning and Maintenance Officer (Civil)
Terminal Operations and Maintenance Officer (Electrical)
Terminal Operations and Maintenance Officer (Mechanical)

MCIA 45 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600

Stores Superintendent (Personal to officers in post as at 31.12.2020)

MCIA 46 : 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 - 54200 QB 55900 x 1700 - 61000

Technical Officer/Senior Technical Officer (Extension)
Technical Officer/Senior Technical Officer (Research)

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 47 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000

Head, Procurement and Supply (New Grade)

MCIA 48 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Officer
Analyst (New Grade)
Human Resource Management Officer

MCIA 49 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Area Superintendent
Air Monitoring Officer
Operations Lead
Quality Assurance Officer
Systems Analyst

MCIA 50 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Accountant

MCIA 51 : Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Operations Superintendent (Agricultural Mechanisation)

MCIA 52 : 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 (Personal to officers in post as at 31.12.2020)

MCIA 53 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

IT Manager
Scientific Information and Publication Officer/Senior Scientific Information and Publication Officer
Sugar Technologist/Senior Sugar Technologist

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

**MCIA 54 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Administrative Manager
Internal Auditor/Senior Internal Auditor
Manager, Finance
Manager, Human Resource
Manager, Policy and Planning

**MCIA 55 : Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Research Officer/Senior Research Officer

**MCIA 56 : 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**

Engineer/Senior Engineer (Electrical)
Project Officer (Civil Engineering)

**MCIA 57 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800**

Manager, Extension and Training Centre
Operations Manager (Agricultural Mechanisation)
Workshop Manager

**MCIA 58 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800**

Manager, Human Resource (Personal)

**MCIA 59 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800**

Manager, Operations and Research

**MCIA 60 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x
2150 - 80100**

Research Manager

**MCIA 61 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x
3125 - 94500**

Assistant Director, Agricultural Mechanisation Unit
Assistant Director, Control and Arbitration Department
Assistant Director, Farmers Service Agency
Manager (BSSDU)
Principal Research Manager

38. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 62 : Rs 71800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Technical Manager

MCIA 63 : Rs 110125

Director, Agricultural Mechanisation Unit
Director, Control and Arbitration Department
Director, Farmers Service Agency
Director, MSIRI
Director, Sugar Storage and Handling Unit

MCIA 64 : Rs 122625

Chief Executive Officer

SALARY SCHEDULE

All salaries are personal to holders of the post

Ex-FARMERS' SERVICE CORPORATION

***Ex-FSC 1 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900***

Internal Auditor (Personal)

Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION

Ex-SPMPC 1 : Rs 110125

General Manager (Personal)



39. MAURITIUS EXAMINATIONS SYNDICATE

- 39.1 Established by Act No. 4 of 1984, as a corporate body, the Mauritius Examinations Syndicate (MES) operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. Its objects are, *inter alia*, to organise and conduct examinations; engage in relevant research and other related activities to promote the development of a sound system of examination; award certificates; and co-operate with other examining bodies, be it national or international.
- 39.2 The Director, being the principal academic and administrative officer of the MES, is responsible to the Board for maintaining and promoting the good order and efficiency of the Syndicate. She is assisted by Deputy Directors as well as technical and administrative staff.
- 39.3 In their submissions for this Report, both Management and the staff side have requested for the creation of levels to further consolidate the organisation structure; change in appellation of a few grades; and enhanced conditions and benefits for officers of the Syndicate. Both parties were apprised on the philosophy for the creation of grades and change in appellation. They were also informed that conditions of service would be looked into holistically.
- 39.4 We have examined all proposals received, in line with the Syndicate's aims and objectives. For want of information, we could not proceed with some requests. However, this does not preclude the MES to work out anew the submissions on an *ad hoc* basis. We are, thus, making recommendations as appropriate to proposals deemed meritorious.

Research and Development Officer Cadre

- 39.5 During consultations, Management laid much emphasis on the role of the Research and Development Officer Cadre and stressed on the need for an intermediate level between the Principal Research and Development Officer and Research and Development Officer. Incumbents in the new level would provide support to the Principal Research and Development Officer, who is involved mostly in policy matters/Research Analysis/Report writing. In view of the important role of this cadre to provide prompt and well researched reports, we are reviewing its structure.

Recommendation 1

- 39.6 **We recommend that the grade of Research and Development Officer which exists as at the eve of the publication of this Report should be restyled Senior Research and Development Officer.**
- 39.7 **We also recommend the creation of a grade of Research and Development Officer. Appointment thereto should be made by selection from among candidates possessing a Degree from a recognised institution in a relevant**

subject together with a Master's Degree in a relevant subject or a postgraduate qualification in the educational field of at least one year.

39.8 Incumbent would, among others, be responsible to the Principal Research and Development Officer and collaborate with the Senior Research and Development Officer in the development of assessment materials; the preparation of project documents, reports and confidential materials related to assessment and evaluation; development and/or implementation of projects initiated by the Syndicate/Ministry; supervision of all assessment activities such as marking exercises; and carrying out research and other studies.

39.9 We further recommend that appointment to the grade of Senior Research and Development Officer formerly Research and Development Officer should, henceforth, be made by selection from among officers in the new grade of Research and Development Officer reckoning at least four years' service in a substantive capacity in the grade.

39.10 Incumbent would, *inter alia*, be responsible to the Principal Research and Development Officer in the : design and conduct of research projects related to education and assessment; supervision of Research and Development Officers; overviewing of statistical analyses of exam performance for different examinations and at different levels; dissemination of findings of educational research projects; setting question papers for national examinations and assessments; and coordinating the Quality Assurance Process as well as the process of syllabus development and review.

39.11 We additionally recommend that Senior Research and Development Officers should be granted one additional increment on conversion at their respective salary points reached only when incumbents would effectively perform supervisory duties.

Principal Research and Development Officer

39.12 With the restyling of the grade of Research and Development Officer to the grade of Senior Research and Development Officer, there is need to bring consequential changes to the scheme of service of the grade of Principal Research and Development Officer.

Recommendation 2

39.13 We recommend that, in future, the grade of Principal Research and Development Officer should be filled by selection from among Senior Research and Development Officers formerly Research and Development Officers reckoning at least four years' service in a substantive capacity in the grade.

39.14 On the basis of fresh information received from the Job Description Questionnaire of the grade of Principal Research and Development Officer, the Bureau carried out

a re-evaluation exercise. **All these issues have been taken into consideration in arriving at the recommended salary for the grade.**

IT Manager (New Grade)

39.15 Representations have been received from Management to the fact that the Syndicate deals with very sensitive inputs which are of highly confidential nature. As such, its IT infrastructure is very complex due to the strict security policies, procedures and measures. Hence, consolidating the IT infrastructure is essential. In this respect, proposal has been made for the creation of a grade of IT Manager. Given the functional need of this grade, we are endorsing the proposal.

Recommendation 3

39.16 We recommend the creation of a grade of IT Manager. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Computer Science or related fields and reckoning at least five years' post qualification experience in Information Technology and Management of projects.

39.17 Incumbent would, *inter alia*, be required to: head the IT Department and ensure its day-to-day running; advise management on the overall IT aspects, strategy and policy; be responsible for the preparation and appraisal of tenders for hardware and software; establish software and data security procedures to protect the IT Department and confidentiality of information of the Syndicate; implement applications for data and information Management; and identify emerging trends to ensure that IT Systems are responsive and meet the on-going needs of the Education Sector.

Systems Analyst (New Grade)

39.18 As the Data Processing Section demands high technical skills, the staff side has requested for the creation of a grade of Systems Analyst. Management is also agreeable to this proposal as the IT infrastructure plays an important part in the context of Reforms in the Education Sector. Against this backdrop, the Bureau is providing for the grade of Systems Analyst to enable the MES to fulfil its activities effectively.

Recommendation 4

39.19 We recommend the creation of a grade of Systems Analyst. Appointment thereto should be made by selection from among serving officers possessing a Degree in Information Technology or Computer Science or Information Systems or an equivalent qualification acceptable to the Syndicate and reckoning at least two years' practical experience in system development, system analysis, database design and operation of a multi-user system. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the above required qualifications and experience.

39.20 Incumbent would, among others, be required to: design, develop, maintain and update software/web applications; update and maintain the MES website; and assist users with the day-to-day operational problems and coach them on the use of IT System and office tools to enhance productivity and perform daily tasks required to maintain the MES System in proper operating condition such as database maintenance, backup and other related duties.

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

39.21 In view of the expanded role of the MES coupled with growing issues pertaining to human resources, request has been made for the creation of a grade of Human Resource Officer/Senior Human Resource Officer to assist the Human Resource Management Officer. We have analysed the proposal and are herewith making the necessary recommendation.

Recommendation 5

39.22 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. Appointment to the grade, the duties to be performed and provision for movement beyond top should be in line with recommendations made in the Introductory Chapter of this Volume.

Internal Control Officer (New Grade)

39.23 Management has stressed on the fact that there is need for a proper control of all check and balance and processes in the Syndicate and has made a proposal for the creation of a grade of Internal Control Officer on its establishment. Incumbent would work independently of all Departments and report to the Director about any observations and remedial actions to be taken. We are, hence, making necessary provision to this effect.

Recommendation 6

39.24 We recommend the creation of a grade of Internal Control Officer. Appointment thereto, should be made by selection from among serving officers who hold a substantive appointment and who have successfully completed all papers of fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation level) of the CIMA Examination (New Syllabus) or an equivalent qualification acceptable to the syndicate.

39.25 Incumbent would be required, among others, to audit the Finance and Stores of the Syndicate; draft queries, memorandum or inspection reports arising out of the examination of the accounts and ensure that the Director is informed promptly of explanations; and supervise, undertake and examine annual statements and draft reports thereon.

Assistant Procurement and Supply Officer

Recommendation 7

- 39.26 We recommend that appointment to the grade of Assistant Procurement and Supply Officer should be made in line with provisions made in the Introductory Chapter of this Volume.

Allowance to Confidential Secretary

Recommendation 8

- 39.27 We recommend that the Confidential Secretary attached to the office of the Director, MES, who is called upon to work regularly over and above the normal working hours, should exceptionally be paid a monthly *ad hoc* allowance along the same lines as Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, officers at the level of Permanent Secretary and above and the Cabinet's Office in the Civil Service.

Civil Engineer

- 39.28 Submission has been received from Management for the provision of a Civil Engineer on a part-time basis so as to help in the realisation of the Syndicate's infrastructural projects as well as to guide and provide advice in the conduct of examinations where building construction is a component. The Bureau has studied this proposal and views that the MES may face difficulty in recruiting and retaining a part-time Civil Engineer. Alternatively, **the Bureau views that the MES may either consider the advisability of recruiting a Civil Engineer on contract basis or seek the services of officers of the said grade from its parent Ministry to enable it to fulfil its mandate.**

Handy Worker/Tradesman

- 39.29 Both Management and Union have represented that the MES is facing difficulty in the recruitment of Handy Worker/Tradesman owing to the present scheme of service. The Bureau has studied the request and is bringing corrective measures to facilitate recruitment in this grade.

Recommendation 9

- 39.30 We recommend that the scheme of service of the grade of Handy Worker/Tradesman be amended such that, in future, appointment thereto should be made by selection from among candidates possessing a National Trade Certificate Level 3 in Building Maintenance and who have proficiency in at least three of the following trades: Electrical Installations; Plumbing and Pipe Fitting; Carpentry/Joinery; Masonry and Floor Tiling; Painting; Metal Work; Cabinet Making; Air Conditioning.

39. MAURITIUS EXAMINATIONS SYNDICATE

SALARY SCHEDULE

MES 1	:	Rs 21150	Safety and Health Officer (Part time)
MES 2	:	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
MES 3	:	Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425	Surveillant <i>formerly Security Guard</i>
MES 4	:	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950	Gardener
MES 5	:	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 – 25000	Examinations Attendant
MES 6	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000	Senior Gardener
MES 7	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400	Driver
MES 8	:	Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225	Binder Handy Worker/Tradesman
MES 9	:	Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875	Receptionist/Telephone Operator

39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 10** : **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 – 29875**
Senior Examinations Attendant
- MES 11** : **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 – 33175**
Assistant Stores Officer (Personal)
- MES 12** : **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**
Technical Assistant (Computer)
Technical Assistant (Electrical Installation and Maintenance)
Technical Assistant (Laboratories)
formerly Technical Assistant (Practical Examinations)
Technical Assistant (Printing)
- MES 13** : **Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
Examinations Clerk
- MES 14** : **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 – 34825**
Security Officer
- MES 15** : **Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Foreman
- MES 16** : **Rs 21150 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550**
Assistant Head of Printing
- MES 17** : **Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
Data Processing Assistant
Examinations Assistant
Stores Officer (Personal)

39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 18 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300**
Senior Security Officer
- MES 19 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Internal Control Officer (New Grade)
- MES 20 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- MES 21 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Financial Operations Officer
formerly Financial Officer
Procurement and Supply Officer
Senior Data Processing Assistant
Senior Examinations Assistant
- MES 22 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Senior Confidential Secretary (Personal)
- MES 23 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- MES 24 : 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**
Computer Technician
Documentation Officer
Maintenance Officer
- MES 25 : 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 – 47675**
Programmer

39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 26 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
Senior Procurement and Supply Officer
- MES 27 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Examinations Superintendent
Head of Printing
- MES 28 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Research and Development Assistant
Senior Programmer
- MES 29 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600**
Principal Financial Operations Officer
formerly Principal Financial Officer
- MES 30 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer
- MES 31 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
IT Officer
Systems Administrator
Systems Analyst (New Grade)
- MES 32 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Human Resource Management Officer
- MES 33 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Administrative Officer (Personal to officers in post as at 30.06.08)

39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 34 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Examinations Officer (Administration)
Examinations Officer (Data Processing)
Research and Development Officer (New Grade)
- MES 35 : Rs 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Manager (Procurement and Supply)
- MES 36 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
IT Manager (New Grade)
- MES 37 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
Senior Research and Development Officer
formerly Research and Development Officer
- MES 38 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
Financial Manager
Senior Examinations Officer (Administration)
Senior Examinations Officer (Data Processing)
- MES 39 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375**
Administrative/Deputy Secretary
- MES 40 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Principal Examinations Officer
Principal Research and Development Officer
- MES 41 : Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Secretary

39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

MES 42 : Rs 107000
Deputy Director

MES 43 : Rs 119500
Director



40. MAURITIUS EX-SERVICES TRUST FUND

- 40.1 Act No. 6 of 2000 which provides for the setting up of the Mauritius Ex-Services Trust Fund (MESTF), replaced the Ex-Servicemen Welfare Fund Act which was repealed. Operating under the Ministry of Finance, Economic Planning and Development, the MESTF is a merger of the four organisations/associations of Ex-Servicemen which existed prior to year 2000, that is, the Ex-Servicemen Welfare Fund, the Ex-Service Association of Mauritius, the Royal Pioneer Corps Association and the Union of War and Peace Ex-Servicemen.
- 40.2 The core activities of the MESTF are, among others, to pay a monthly pension to the Ex-Servicemen and the widows of Ex-Servicemen, both in Mauritius and Rodrigues; provide for a funeral grant to their surviving spouse or heirs; and to cater for the welfare of these people by organising various activities. It is also important to note that since March 2004, the MESTF has become the only local representative of the Royal Commonwealth Ex-Services League.
- 40.3 While the administration and management of the MESTF rest upon the Board, the administrative responsibilities of the Fund befall the Secretary who besides serving the Board, also heads the organisation. He is assisted in the administrative and finance functions by subordinate staff belonging to the General Services and Finance Cadres respectively.
- 40.4 Taking into consideration the activities of the Fund, the organisation structure is appropriate for the fulfilling of its objectives. In the circumstances, we are maintaining the present arrangement, the more so that the likelihood of an expansion in the variety and volume of activities is very remote.

40. MAURITIUS EX-SERVICES TRUST FUND

SALARY SCHEDULE

MESTF 1 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850

Caretaker

MESTF 2 : 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

Office Attendant

MESTF 3 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000

Word Processing Operator

40. MAURITIUS EX-SERVICES TRUST FUND (Contd)

**MESTF 4 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerical Officer/Higher Clerical Officer

**MESTF 5 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk

**MESTF 6 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Secretary



41. MAURITIUS FILM DEVELOPMENT CORPORATION

- 41.1 Operating under the *aegis* of the Ministry of Arts and Cultural Heritage, the Mauritius Film Development Corporation (MFDC) is a parastatal body, set up under the MFDC Act No. 31 of 1986.
- 41.2 The MFDC envisions to be a dynamic image industry. Its objects, *inter-alia*, are to: import, export and produce films; establish relationship with foreign and international persons or bodies for the promotion of film activities; hold film show festivals to cater for the cultural and linguistic needs of the people of Mauritius; and give such assistance, financial or otherwise, as the Board may determine to persons or bodies engaged in the productions or exhibition of films. The Corporation is also responsible to give authorisation for shooting in Mauritius.
- 41.3 A General Manager is at the apex of the Corporation and its core functions are carried out by three departments, which are, Finance, Administration and Human Resource; Project and Programme; and Technical.
- 41.4 Both Management and Union have focused their representations on the creation of grades in the technical and non-technical cadres; abolition and change in appellation of certain grades to better reflect the current duties; duty exemption and loan to purchase a car; as well as upgrading of salary, qualifications and benefits for some grades. During consultations, stakeholders were apprised of the philosophy of creation of grades and explanations were provided on the relevant proposals. Furthermore, as provision was made for a grade of Technician (Camera) in the 2016 PRB Report, we could not create the grade of Cameraman. However, to enable the Corporation to deliver its services efficiently and effectively, we are making appropriate recommendations.

Senior Project and Programme Officer

Project and Programme Officer

- 41.5 In view of the growing demands of the Film Industry, it has been submitted that the duties devolving upon incumbents in the grades of Project and Programme Officer and Senior Project and Programme Officer have evolved considerably. On the basis of particulars provided in the Job Description Questionnaires and after a re-assessment of the grades, the Bureau views that the duties of each grade have changed both in complexity and responsibility. We are, thus, making the appropriate recommendations.

Recommendation 1

- 41.6 **We recommend that, henceforth, appointment to the grade of Project and Programme Officer should be made by selection from among candidates possessing a Degree in Film Studies or Project Management or Marketing or Management or Communication from a recognised institution or an equivalent qualification acceptable to the Board, and reckoning at least three years' experience in the Film/Audio-Visual Industry.**

41.7 We further recommend that the Project and Programme Officer, currently in post, should proceed beyond the Qualification Bar (QB) in the salary scale only on obtention of the above mentioned qualification.

41.8 Incumbent would be required, *inter alia*, to be responsible for the proper execution of cultural test prior to the issuance of film shooting permit; organisation of cinema mobile and other similar activities for youngsters; submission of yearly reports about foreign direct investment of film activities in Mauritius; carrying out needs assessment and be responsible for the organisation of workshops, seminars and culture club; coordinating, monitoring, evaluating and writing reports on projects undertaken by the department; assisting the Senior Project and Programme Officer in the development and implementation of sustainable projects and in conceptualising, designing and formulating innovative projects related to cinematography as well as in other functions; attending to queries and information from potential film producers and directors; and helping in the recce (locations hunting) exercise for potential film producers and directors.

Recommendation 2

41.9 We also recommend that appointment to the grade of Senior Project and Programme Officer should, henceforth, be filled by promotion, on the basis of experience and merit, of officers in the grade of Project and Programme Officer on the establishment of the MFDC possessing a Degree in Film Studies or Project Management or Marketing or Communication or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in the Film/Audio-Visual Industry. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the required qualifications and reckoning at least eight years' experience in the Film/Audio-Visual Industry.

41.10 Incumbent would be required, among others, to manage, control and oversee the day-to-day activities of the department; liaise with Government organisations, Ministries and other bodies (local/international) for programme facilitation, support and consolidation; arrange visits/meetings with film producers and investor and actively participate in investment opportunities for film facilities in Mauritius; act as Secretary to the Board and arrange the Board meetings and other Committees (Finance, Project and Programme and HR) in consultation with the Chairman of the Board and to prepare Minutes of proceedings; be responsible for the elaboration of short, medium and long-term strategic plans in line with Government Policy and emerging realities of the industry; evaluate the effectiveness of projects and activities of the department and make necessary recommendations for improvement; issue timely film shooting permit; carry out surprise checks at shooting location; attend to any urgency that may arise at film shooting locations and promote Mauritius as a film shooting destination both locally and abroad; participate in film viewing; and ensure the preparation of reports, statistics, yearly budgets and activities of the section.

- 41.11 These elements have been taken into consideration in arriving at the salary recommended for the grades of Project and Programme Officer and Senior Project and Programme Officer, respectively.**

Accounting Technician (New Grade)

- 41.12 Management has submitted that the grade of Secretary/Accountant is no longer serving its purpose and has made request for the creation of the grade of Accounting Technician against abolition of the grade of Secretary/Accountant. After examining the request, we are recommending accordingly.

Recommendation 3

- 41.13 We recommend the creation of a grade of Accounting Technician against abolition of the grade of Secretary/Accountant. Appointment thereto should be made by selection from among candidates possessing passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any four papers of ACCA Fundamentals (Skills) or possessing an equivalent qualification acceptable to the Board and reckoning at least four years' post qualification experience in accounting duties.**

- 41.14 We further recommend that incumbents should proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.**

- 41.15 Incumbent would be required, *inter alia*, to input and verify records; process payroll and make arrangement for payments of salaries and deductions; write cheques, seek signatures and ensure dispatch; collect and examine revenue and make remittances to Bank; verify transactions through e-banking; compute interest payable on line of credit or loan and arrange for payment thereof; prepare cash flows, bank reconciliation, monthly Management Accounts and Returns to Government Agencies; and arrange for insurance cover and declaration of stocks.

Visual Graphic Artist (New Grade)

- 41.16 In view of the expansion of the activities of the MFDC, Management has requested for the creation of the grade of Graphic Designer on its establishment in order to ensure the production of high quality audio visual works. Taking into consideration the functional requirements of the organisation, the Bureau considers that a grade of Visual Graphic Artist would be more appropriate.

Recommendation 4

- 41.17 We recommend the creation of a grade of Visual Graphic Artist. Appointment thereto should be made by selection from among candidates possessing 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 acceptable to the Corporation; and reckoning at least three years' experience in Graphic Design and Film/Audio Visual Production. Candidates should also be conversant with graphic and multimedia tools (Adobe Photoshop, Illustrator, Flash, Dreamweaver, Macintosh and Windows).**

41.18 Incumbent would be required, among others, to meet and advise clients to determine the project's scope; design invitation cards, posters and other materials for printing; manage and upgrade website and social media platform; identify and determine a product's goal with a view to communicating a message through animations, graphics and logos; review designs for errors and amend/incorporate changes as per client and Head of department's feedback; and ensure that final projects are visually appealing.

Management Support Officer (New Grade)

41.19 Request has been made for the creation of a grade of Management Support Officer to reinforce the General Services Cadre. In a bid to harmonise the General Services structure with what obtains in the Parastatal Bodies, we are making an appropriate recommendation.

Recommendation 5

41.20 We recommend the creation of a grade of Management Support Officer. Appointment thereto and the duties should be in line with provisions made in the Introductory Chapter of this Volume.

Stores Attendant (New Grade)

41.21 Management has requested that its Procurement and Supply Section, which is presently manned by a Procurement and Supply Officer only, be reinforced with the creation of a support grade of Stores Attendant. We are making provision to this effect.

Recommendation 6

41.22 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or Primary School Achievement Certificate and having a good knowledge of stores duties and are familiar with common items of stores.

41.23 Incumbent in the grade of Stores Attendant would be responsible for opening and closing of store apertures and offices; cleaning the store premises; collecting, loading, unloading and conveying stores items; opening packages, crates and cases; handling all stores items; removing all packing materials and empty crates; packing stores items; washing, cleaning and stowing empties; collecting and despatching stores correspondence; placing and arranging items of store on shelves and maintaining them clean and in order; and assisting the officer in charge of Procurement and Supply in works relating to surveys and inventories.

41. MAURITIUS FILM DEVELOPMENT CORPORATION**SALARY SCHEDULE**

- MFDC 1 : 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 (Lay Services)
- MFDC 2 : 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 (New Grade)
- MFDC 3 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Surveillant (on shift)
formerly Security Guard (on shift)
- MFDC 4 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Handy Worker
- MFDC 5 : 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**
Technician/Driver
- MFDC 6 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator
Word Processing Operator/Receptionist
- MFDC 7 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
Technician (Camera)
- MFDC 8 : 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 – 35650**
Technical Assistant
- MFDC 9 : 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 – 37450**
Visual Graphic Artist (New Grade)

41. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

MFDC 10 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer (New Grade)

MFDC 11 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Accounts Clerk

MFDC 12 : 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 – 39350

Technician (Light and Sound)

MFDC 13 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

MFDC 14 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Accounts Officer
Procurement and Supply Officer

MFDC 15 : Rs 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Audiovisual Officer
ICT Technician
formerly IT Support Officer

MFDC 16 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900

Accounting Technician (New Grade)

MFDC 17 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 QB 50900 x 1650 – 54200 x 1700 – 62700

Project and Programme Officer

MFDC 18 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Technical Executive

41. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

**MFDC 19 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200
x 1700 – 64400 x 1800 – 69800**

Senior Project and Programme Officer

MFDC 20 : Rs 94500

General Manager



42. MAURITIUS INSTITUTE OF EDUCATION

- 42.1 The Mauritius Institute of Education (MIE) established under the Mauritius Institute of Education Act No. 42 of 1973 (subsequently amended in 2017) has the prime objective of modernising the education sector and endowing it with a professional teaching workforce. To this end, it provides training for the pre-primary, primary and secondary sectors of education, targeting all cadres, including teaching and management in line with the state of the art pedagogical practices. As a body in charge of developing the curriculum, the MIE is committed to advancing professional standards dedicated to the making of an institution with excellence in teaching, curriculum development and research, while advancing creativity and engagement at all levels.
- 42.2 Its activities are organised through a network of four Schools responsible mainly for: Education, Humanities, Science and Mathematics as well as Applied Sciences; a Centre for Open and Distance Education (CODL); various Units; and a Higher Education Cell. It offers professional courses, both on a part-time and full-time basis, and provides for the award of Certificates ranging from Certificate level to Doctoral degrees. With a view to keeping abreast of ongoing reforms in the education sector, the MIE engages in continuous professional development through targeted training in the implementation of the curriculum and educational reforms. It is also responsible for Early Childhood Education, Special Education Needs and other programmes.
- 42.3 Being at the helm of the Institute, the Director is the principal academic and administrative officer. He is responsible for maintaining and promoting the good order and efficiency of the Institute. In the discharge of his functions, the Director is assisted by the Deputy Director and supported by the Registrar and academics as well as staff of the administrative, technical, library, finance, general services and other occupational groups.
- 42.4 In the context of this Report, the representations of both Management and staff side were geared towards restyling of grades, creation of additional levels and enhanced conditions of service. Parties were apprised that certain issues could not be taken on board for technical reasons. Alternative courses of action were proposed for Management to deal with these issues in house to ease service delivery. Management also requested for a site visit by officers of the Bureau, to better gauge the effective operation regarding the grade of Instructional Designer and the Graphic Designer cadre.
- 42.5 To consolidate the existing structure of MIE, certain proposals were retained. Management was requested to furnish additional information to enable the Bureau to conduct its study. However, for want of information, the Bureau refrained from bringing any structural adjustment. Nevertheless, this does not preclude Management from reconsidering its proposals depending on functional need. We

are, in this Report, providing a few levels to enable the Institute to enhance its delivery of services.

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

42.6 Management has submitted that, over the past few years, there has been a considerable rise in issues relating to human resource matters including recruitment, appointment, promotion, retirement and training. Presently, a Human Resource Management Officer has the overall responsibility to provide the human resource management services to around 302 staff as well as part-time and contractual lecturers. Given the inter-related human resource activities, Management has requested for a level to assist the Human Resource Management Officer in the formulation and implementation of human resource policies, rules, regulations and procedures and to ensure the efficient functioning of the Division. We consider the request to be justified and are making appropriate provision.

Recommendation 1

42.7 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. Appointment thereto and the duties as well as the provision for movement beyond top salary should be in line with the recommendations made in the Introductory Chapter of this Volume.

Research Officer (New Grade)

42.8 It has been submitted that presently there is no incumbent in the grade of Research Officer/Documentalist to serve the Research Unit. Thus, Research Assistants are recruited on contractual basis to work on projects for long periods. Management has, therefore, requested for the creation of a dedicated grade of Research Officer to continuously dispatch research services against abolition of the grade of Research Officer/Documentalist which is not serving its purpose. To enable the organisation to keep abreast of new trends in educational teaching practices to enhance its services, the Bureau is recommending accordingly.

Recommendation 2

42.9 We recommend the creation of a grade of Research Officer against abolition of the grade of Research Officer/Documentalist. Appointment thereto, should be made by selection from among candidates possessing a Degree in Sociology or Economics or Statistics from a recognised institution or an equivalent qualification acceptable to the MIE Board; a Master's Degree in any of the above fields with evidence of research component and reckoning at least two years' experience in research, survey, statistical analysis, interpretation and analysis of findings and report writing.

42.10 Incumbent would be required, *inter-alia*, to: work in partnership with researchers in their research projects and programmes; follow up on studies, surveys, plan of action and policy papers initiated by the Institute; design and carry out quantitative and qualitative surveys; use quantitative and qualitative data software in the conduct of

research; verify and interpret data from research work; assist in the preparation of reports of findings for use in planning and assessment; assist in conducting evaluation and monitoring of projects; liaise with Government organisations and international agencies for elaboration of schemes, programmes and projects; and use ICT in the performance of his duties.

IT Coordinator (New Grade)

42.11 Management emphasised that MIE offers courses on a distance learning mode and makes extensive use of online technology. To this effect, an array of educational programmes is being dispensed using the techno-pedagogical approaches. To cater for the timely implementation of these projects, there is need for a dedicated grade having strong project management and IT knowhow, that is, up-to-date with current technological trends to ensure continuity of IT services and proper coordination with other in-house educational departments. We consider the request to be meritorious and are making provision for an additional level.

Recommendation 3

42.12 We recommend the creation of a grade of IT Coordinator. Appointment thereto should be made by selection from among officers in the grades of Systems Administrator and Analyst/Programmer possessing a Master's Degree in Computer Science or Computer Network or Information Systems or Information Technology or a Master's Degree, the major part of which relates to the fields of Computer Science or Computer Network or Information Systems or Information Technology and reckoning at least seven years' service in a substantive capacity in their respective grade.

42.13 Incumbent would be required to head the IT Unit and would be responsible to the Director and Registrar, among others, for: conceptualisation of projects and formulation of policies, standards and security norms with regard to ICT projects; managing, coordinating, monitoring and assisting in implementing all ICT projects in accordance with best practices and appropriate standards; proper administration, maintenance and upgrading of the existing IT infrastructure; preparing IT tender specifications and evaluating IT project proposals; coordinating ICT solution providers; ensuring availability of internal Computerised Systems; and maintaining ongoing awareness of developments in the field of ICT and providing training to all users with respect to implementation of new IT system. Incumbent would also be required to liaise and coordinate with all stakeholders involved for the smooth running of the Finance, Electronic Attendance; Procurement, E-learning and Library system; control, coordinate and supervise the work of the technical staff of the IT unit; and ensure ICT norms are respected in different sections.

Instructional Designer/Senior Instructional Designer formerly Instructional Designer

42.14 With the exponential rise in the number of online courses and with more projects in the new era that demand a complete change in the mode of teaching and learning in universities and schools, Management has submitted that the roles and

responsibilities of Instructional Designers are becoming more complex. Instructional Designers are being called upon to prepare and upload materials for online teaching, monitoring and ensuring the quality assurance mechanism for the effective delivery of pedagogical courses. In line with the eventual future projects, additional responsibilities pertaining to project management and leadership would be entrusted upon them. Additionally, incumbents would be required to constantly work in partnership with academics to incorporate techno-pedagogical materials for learning, teaching and delivering online courses. Hence, Management requested to recognise and raise the status of these officers in view of their pedagogical skills, knowhow and transcription of teaching materials. A request has also been made for the creation of additional levels in line with the structure provided for academics.

- 42.15 The Bureau has studied both requests. As regards raising the status, the Bureau after perusing the scheme of service, considers that this issue may best be addressed by Management after seeking the approval of the competent authority and bringing the necessary amendment. Nevertheless, after re-assessing the grade on the basis of fresh information from the Job Description Questionnaires and proposed set of duties as submitted by the MIE, we are instead compensating incumbents in terms of career earnings. It should, however, be highlighted that no request for additional level to perform supervisory duties would be entertained for this grade in future.

Recommendation 4

42.16 We recommend that the grade of Instructional Designer be restyled Instructional Designer/Senior Instructional Designer.

- 42.17 In addition to the existing set of duties as prescribed for the grade, incumbent would now work in partnership with academics and be required: to plan, execute and manage instructional design projects; identify, evaluate, recommend and pilot emerging technologies and teaching strategies; develop innovative pedagogical and online learning in collaboration with the project team; and work with Subject Matter Experts and other stakeholders to develop instructional strategies and design learning solutions. **All these elements have been taken into account in arriving at the salary recommended for the grade.**

Graphic Designer

- 42.18 Both Management and staff side have requested for an additional level of Chief Graphic Designer as well as to upgrade the qualifications requirement of the grade of Graphic Designer from Diploma to a Degree. During consultations, parties were advised that it would be more appropriate for Management to consider filling the vacant post of Senior Graphic Designer. Management averred that the duties of the Graphic Designers have evolved technically and in complexity as they have to consider the pedagogical aspects of design of education materials for children. They also relayed that there is a need for higher academic background to cope with the challenges and to match the exigencies of the position. It was also submitted that Graphic Designers holding a Degree in Graphic Design, have covered a module of indesign which gives them the acumen to perform the complex designs.

42.19 Upon request of Management, a site visit was effected at the Mauritius Institute of Education with a view to enabling the Bureau to better understand the nature of operation of the Graphic Designers. The Bureau has also taken into account the particulars provided in the Job Description Questionnaires and is making recommendation to this effect.

Recommendation 5

42.20 We recommend that, Graphic Designers who possess a Degree in Graphic Design or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale by one increment, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Technician

42.21 The post of Technician is presently filled by selection from candidates possessing a Cambridge School Certificate and relevant City and Guilds Certificate together with two years' experience in the relevant field. The fact that there has been an evolution in the nature and complexity of duties performed by incumbents in the said grade, Management has requested to upgrade its qualifications requirement to a Diploma in the fields of Audio-Visual; Graphics and Design and/or Photography; Science, Home Economics, Visual Arts and Industrial Arts; and Printing respectively. An examination of the newly filled in Job Description Questionnaires has confirmed the justifications provided by Management. We are recommending accordingly.

Recommendation 6

42.22 We recommend that henceforth, the grade of Technician should be filled by selection from among candidates possessing a Diploma in the relevant field.

42.23 In addition to the existing set of duties as prescribed for the grade of Technician, incumbent would also be required to assist the Senior Technician in the performance of his duties; advise Lecturers in their duties relating to demonstration, field work and practical classes; ensure proper use of materials and keep an inventory of equipment and materials; and maintain as well as operate equipment in the respective Laboratory and Workshop.

42.24 Incumbent in the grade of Technician may be required to work outside normal working hours including Saturdays, Sundays and public holidays. **This element has been taken into consideration in arriving at the salary recommended for the grade.**

Senior Technician

42.25 Pursuant to the changes brought to the qualifications requirement of the grade of Technician, consequential amendments need to be made in the qualifications requirement of the grade of Senior Technician. We are making provision to this effect.

Recommendation 7

42.26 We recommend that henceforth, the grade of Senior Technician should be filled by promotion, on the basis of experience and merit, of officers in the grade of Technician reckoning at least four years' service in a substantive capacity in the grade.

42.27 Incumbent in the grade of Senior Technician may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays. **This element has been taken into consideration in arriving at the salary recommended for the grade.**

Allowance to Head of School and Head of Department

42.28 At present, Academics who occupy the position of Head of School and Head of Department are granted a monthly allowance of Rs 1830 and Rs 1525 respectively. As the present arrangement is serving its purpose, we are revising the quanta of the allowances.

Recommendation 8

42.29 We recommend that Academics who are assigned the duties of Head of School and Head of Department should be paid a revised monthly allowance of Rs 2200 and Rs 2000 respectively.

Special Provision for Academics

42.30 With a view to ensuring that the remuneration package of incumbents with relevant experience in the public service is competitive, academics stagnating on their top salary are allowed to move incrementally in the Master Salary Scale. However, the grant of the additional increment is linked to more stringent performance criteria so as to bring about a performance-oriented culture. We are recommending accordingly.

Recommendation 9

42.31 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 and having reached the top of their respective salary scale should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

Academic Attainment

42.32 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said

provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 10

42.33 We recommend that as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

42.34 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;**
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and**
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.**

42.35 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 42.33 above in year 2024, the provision on academic attainment made at paragraph 35.15 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 42.34 above should apply to determine such attainment; and**
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 42.31 above shall deem to be the new top salary.**

Duty Free Facilities for Senior Lecturers

42.36 Presently, Senior Lecturers reckoning at least 14 years' service in the cadre are entitled to car benefits, as per existing provision governing 'Travelling and Car Benefits' though drawing a salary in a scale, the maximum of which is less than Rs 86000. The present benefit should continue to prevail.

Recommendation 11

42.37 We recommend that Senior Lecturers reckoning at least 14 years' service in the cadre would be entitled to car benefits as per provision at paragraph 16.2.15 (No. 2) of Volume 1 though drawing a salary in a scale the maximum of which is less than Rs 94500.

General Worker

42.38 General Workers who are regularly called upon to perform the duties of the grade of Office Attendant are paid an allowance equivalent to one increment at the initial salary point of the latter grade. In all fairness, we are reviewing the payment of the allowance to compensate for the higher level of responsibility.

Recommendation 12

42.39 We recommend that General Workers who are regularly called upon to perform the duties of the grade of Office Attendant should be paid an allowance equivalent to three increments at the salary point reached in their salary scale.

Sabbatical Leave

42.40 In its previous Reports, the Bureau has recommended that Management of the MIE should consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff. Management has submitted that this recommendation is yet to be implemented. We are therefore, replicating this recommendation.

Recommendation 13

42.41 We recommend that Management of the MIE should set up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.

Political Activities

42.42 At present, full-time academic and non-academic staffs of the Institute are not allowed to participate in active politics as involvement therein disrupts the proper functioning of the organisation. **This provision, being a main clause in the contract of employment of the staff, is being maintained.**

Abolition of Grades

42.43 Management has submitted that the grades of Printing Assistant (Personal), Security Guard, Senior Instructor (Personal) and Word Processing Operator are vacant and would no longer be required. **These grades are, therefore, being abolished.**

42. MAURITIUS INSTITUTE OF EDUCATION

SALARY SCHEDULE

**MIE 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**

General Worker

**MIE 2 : 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

**MIE 3 : 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
Library Attendant
Office Attendant

**MIE 4 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 25000**

Senior Gardener

**MIE 5 : Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 25525**

Senior Library Attendant

**MIE 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Messenger
Technical Attendant

**MIE 7 : Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Binder
Cabinet Maker/Carpenter
Electrician
Handy Worker (Multi Skilled)
Painter

42. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 8 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**
Senior/Head Office Attendant
- MIE 9 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator
- MIE 10 : 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**
Driver (Heavy Vehicle)
- MIE 11 : 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 - 31525**
Technical Attendant (Personal)
formerly Laboratory Attendant
Resources Centre Attendant
Workshop Attendant
(in post as at 30.06.93)
- MIE 12 : 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 - 28225 QB 29050 x 825 - 31525**
Assistant Technician (Printing)
- MIE 13 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- MIE 14 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Senior Binder
- MIE 15 : Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650**
Senior Assistant Technician (Printing)
- MIE 16 : 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 - 37450**
Library Clerk/Senior Library Clerk

42. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 17 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- MIE 18 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Assistant Financial Operations Officer
formerly Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- MIE 19 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Educational Data Assistant
- MIE 20 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- MIE 21 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Information, Research and Documentation Officer (Ex-SMEDA) (Personal)
- MIE 22 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Financial Operations Officer
formerly Financial Officer
Higher Executive Officer
Procurement and Supply Officer
- MIE 23 : Rs 20825 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**
Technician
- MIE 24 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)

42. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 25 : 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**
Computer Technician
Graphic Designer
Library Officer
Maintenance Officer
- MIE 26 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
Senior Procurement and Supply Officer
- MIE 27 : 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
- MIE 28 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Principal Executive Officer
- MIE 29 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200**
Assistant Librarian/Cataloguer
- MIE 30 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200**
Senior Graphic Designer
Senior Technician
- MIE 31 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600**
Principal Financial Operations Officer
formerly Principal Financial Officer
Principal Procurement and Supply Officer
- MIE 32 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Officer
Human Resource Management Officer
Research Officer (New Grade)

42. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 33 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Analyst/Programmer
Systems Administrator
- MIE 34 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Chief Technician
- MIE 35 : 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**
Instructional Designer/Senior Instructional Designer
formerly Instructional Designer
- MIE 36 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Deputy Head Librarian
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- MIE 37 : 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**
Lecturer
- MIE 38 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Assistant Registrar
IT Coordinator (New Grade)
- MIE 39 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250**
Financial Controller
Head Librarian
Senior Lecturer
- MIE 40 : Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250**
Deputy Registrar

42. MAURITIUS INSTITUTE OF EDUCATION (Contd)

MIE 41 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Registrar

MIE 42 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625

Associate Professor

MIE 43 : Rs 110125

Deputy Director
Professor

MIE 44 : Rs 119500

Director



43. MAURITIUS INSTITUTE OF HEALTH

- 43.1 The Mauritius Institute of Health (MIH), established since 1989, serves as the training and research arm of the Ministry of Health and Wellness. It seeks to respond to health care needs of the society by providing high quality training to the medical, paramedical and other personnel in health and health related areas. It also provides decision makers in the country with information to guide policy and strengthen the health sector through its health care systems research.
- 43.2 In addition to the above services, the MIH offers advisory services in matters of healthcare; cooperates with other similar regional and international institutions in areas of training and research; acts as a focal point and resource centre for the production, exchange and promotion of health learning and health information in general as well as runs a virtual health library including e-book, e-journals and reference materials in order to improve access to documentation for public and private health professionals. The MIH is also an awarding body in respect of training it provides.
- 43.3 The activities of the MIH are carried out under four units namely Training, Research, Media and Administration. An Executive Director is at the apex of the MIH who is responsible for maintaining and promoting the proper administration of the Institute. A team of professional, secretarial, administrative and support staff assist the latter.
- 43.4 For this review exercise, the main submissions from the staff side have been geared towards the creation of the grades of General Assistant and Research Manager; absorption of the Clerical Officer/Higher Clerical Officers (CO/HCOs) and Clerk/Word Processing Operators (Clerk/WPOs) into the grade of Management Support Officer (MSO); and restyling and uplifting of salary scales of certain grades. Management, on the other hand, in addition to supporting the proposals of the staff side, has requested for the creation of a grade of Security Guard; review of the salary of the Training Manager; and provision of certain conditions of service specific to the MIH.
- 43.5 After having listened to the parties concerned and perused each of the above proposals, the Bureau considers that the request for the grade of Research Manager may be looked into at a later stage. As regards the grade of General Assistant, Management was requested to submit a proposed scheme of service of same to enable the Bureau to determine the functional need for the level. For want of the information, no recommendation for this grade could be made. The Bureau could not also accede to proposals made for restyling of grades which would have salary implications. Concerning the request for the absorption of the CO/HCOs and Clerk/WPOs in the grade of MSO, this constitutes a promotion which is beyond the mandate of the Bureau. In so far as the issues of upgrading of salaries are concerned, the Bureau has reassessed all the grades on the basis of the prescribed schemes of service and newly written Job Description Questionnaires prior to arriving at the recommended salaries.

43.6 We consider the structure in place to be appropriate. Hence, we are bringing no change thereto except for the creation of a grade at support level, restyling the grade of Computer Officer to a more appropriate appellation and improving on the existing conditions of service.

Surveillant (New Grade)

43.7 The MIH is located within the compounds of the SSRN Hospital. While its premises are watched over by Office Attendants during business hours, it befalls the Security Guards of the SSRN Hospital to guard the premises of the MIH at night. However, this arrangement is not deemed to be appropriate as the Institution has in the recent past been victim of thefts and pilferage on quite a few occasions. In this perspective, a case has been made for the MIH to have its own Security Guard, which has been renamed Surveillant in this Report. We are agreeable to the proposal.

Recommendation 1

43.8 We recommend the creation of a grade of Surveillant. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate and a Certificate of good conduct.

43.9 Incumbent would be required, among others, to guard premises, buildings, materials, vehicles and other property and equipment of the MIH against fire, theft and illegal entry; make periodic inspection tours around buildings and grounds and examine doors, windows and gates to ensure that they are properly secured and have not been tampered with; watch for other irregularities, such as broken water pipes and fire hazards; report any case of fire, theft and vandalism; and enquire on whereabouts of visitors and direct them, where appropriate.

ICT Technician

formerly Computer Officer

43.10 While studying the organisation structure of the MIH, the Bureau has observed that the appellation Computer Officer is a misnomer and is not in consonance with the duties and responsibilities devolving upon incumbent in the grade. The views of the Union were sought on the matter and the latter was agreeable for the restyling of the grade. We are, thus, restyling it to a more appropriate appellation to ensure that the job title is meaningful and conveys an immediate understanding of the job performed.

Recommendation 2

43.11 We recommend that the grade of Computer Officer be restyled ICT Technician.

Documentalist

43.12 The Documentalist, in addition to his normal duties, is called upon to perform a series of additional duties such as operating the sound system, still and moving camera; performing photo and video editing; converting printed documents into digital formats; taking charge of the maintenance and updating of the MIH website and developing and maintaining the virtual library as well as the Local Area Network. The

incumbent has been granted an allowance equivalent to three increments by the Board for the extra duties performed.

- 43.13 In view of the above, a case has been made for the grade to be restyled Documentalist/Senior Documentalist and for the salary to be reviewed. We could not agree to the proposed restyling. However, given the permanent nature of the extra duties performed, we consider that these should be included in the scheme of service of the grade. We are, therefore, making appropriate recommendations to this effect.

Recommendation 3

- 43.14 We recommend that the scheme of service of the grade of Documentalist should be amended to include the extra duties performed. This element has been considered in arriving at the recommended salary of the grade.**

- 43.15 We further recommend that the incumbent should be granted one additional increment on conversion and that the allowance currently payable to him for performing the extra duties should, henceforth, be discontinued.**

Training Manager

- 43.16 In February this year (2021), we received a request for the initial salary of the grade of Training Manager to be reviewed on the ground that the Institute has been facing difficulties to attract candidates for appointment to the grade during the last recruitment exercises. Owing to associated implications, we deferred the matter for consideration in the context of this review exercise.
- 43.17 We have, while examining the above representation, taken note that the scheme of service of the grade has recently been amended so that only the highest qualification is now specified. Further, we have found no empirical evidence suggesting that it is the initial salary and not the previous qualifications requirement that were actually the cause behind the difficulties being faced to attract candidates to the post.
- 43.18 Nonetheless, during our re-assessment of the grade in the context of this review exercise, we have taken care to ensure that the initial salary of the grade is not lower than that of other grades requiring same qualifications and level of duties and responsibilities. All these elements have been taken into consideration in arriving at the recommended salary of the grade.
- 43.19 Presently, provision exists for Training Managers to be allowed movement in the Master Salary Scale up to a certain salary point provided they satisfy the performance criteria. **This provision should continue to be in force and incumbents should continue to be allowed movement in the Master Salary Scale as recommended at paragraph 9.41 under Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

Book Allowance and Special Medical Service Allowance

- 43.20 In line with provisions that exist for members of the Medical Profession at the Ministry of Health and Wellness, Training Managers at the MIH are entitled to a yearly book

allowance of Rs 13500 for the purchase of medical books. Further, those reckoning at least 10 years' service in the grade are granted a monthly Special Medical Service Allowance, equivalent to 7% of their monthly salary, for not being allowed the privilege of private practice.

- 43.21 A proposal has been made for the above allowances to be extended to the Executive Director who is also a registered Medical Doctor with the Medical Council. We are recommending accordingly. We are also making provision for the grant of smart phones to the concerned officers so that they can keep abreast of latest developments in the medical field instantaneously. However, on provision of the smart phones, the book allowance should lapse.

Recommendation 4

- 43.22 **We recommend that Training Managers and the Executive Director should be paid the Book Allowance and the Special Medical Service Allowance as follows:**

Grades	Book Allowance	Special Medical Service Allowance
	Quantum	
Training Manager	Rs 13500 annually	7% of the monthly salary to those reckoning at least 10 years' service in the grade.
Executive Director	Rs 13500 annually	15% of the monthly salary

- 43.23 **We further recommend that the MIH should provide a smart phone of equivalent value to the Book Allowance to the concerned officers following which, the Book Allowance should lapse.**

Executive Assistant of the former Development Works Corporation

- 43.24 The Executive Assistant of the former Development Works Corporation is allowed to move incrementally in the salary scale of Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 after having reached his top salary. **This provision should continue to be in force as recommended in the Introductory Chapter of this Volume.**

43. MAURITIUS INSTITUTE OF HEALTH SALARY SCHEDULE

- MIH 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**
General Worker

43. MAURITIUS INSTITUTE OF HEALTH (Contd)

- MIH 2 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425**
Surveillant (New Grade)
- MIH 3 : 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**
Handy Worker (Personal)
formerly Handy Worker (Office Attendant) (NTFCH)
Office Attendant
- MIH 4 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000**
Cook
- MIH 5 : Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525**
Senior Office Attendant
- MIH 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver
- MIH 7 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator
- MIH 8 : 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 x 825 - 31525**
Clerical Assistant (Personal)
formerly Clerical Assistant (NTFCH)
- MIH 9 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000**
Word Processing Operator
- MIH 10 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer/Higher Clerical Officer (Personal)
Clerk/Word Processing Operator

43. MAURITIUS INSTITUTE OF HEALTH (Contd)

MIH 11 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550

Senior Word Processing Operator

MIH 12 : 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

Executive Assistant (Ex DWC) (Personal)

MIH 13 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

MIH 14 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Assistant Financial Operations Officer

formerly Assistant Financial Officer

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

Printing and Publishing Officer

MIH 15 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

MIH 16 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Accounts Officer

MIH 17 : 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 - 44800

Documentalist

MIH 18 : 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

MIH 19 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

ICT Technician

formerly Computer Officer

43. MAURITIUS INSTITUTE OF HEALTH (Contd)

MIH 20 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Secretary
IT Trainer
Research Assistant

MIH 21 : Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000

Programme Coordinator, Nursing and Paramedical Studies

MIH 22 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Research Officer/Senior Research Officer

MIH 23 : Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375

Training Manager

MIH 24 : Rs 119500

Executive Director



44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

- 44.1 The Mauritius Institute of Training and Development (MITD) is a corporate body, established under the MITD Act No 12 of 2009, which envisions to be the leader in human capital development in the region and beyond for global employability. Previously under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, the MITD now operates under the Ministry of Labour, Human Resource Development and Training and Commerce and Consumer Protection.
- 44.2 Its objects are, *inter alia*, to promote excellence in technical and vocational education and training; promote research and enhance knowledge in technical and vocational education and training; increase access to technical and vocational education and training through the setting up of training centres; promote exchange programmes and courses with other institutions in technical and vocational education and training; and assist in the apprenticeship of persons who are, or would be, employed in commercial, technical and vocational fields.
- 44.3 The main functions of the MITD are, among others, to develop and conduct technical and vocational education and training programmes and courses; provide research and training, consultancy services, setting up of training centres and review and develop the curricula in technical and vocational education and training based on national standards registered under the National Qualifications Framework; and award Certificate and Diplomas, or any other technical and vocational qualifications.
- 44.4 The Director, who is the Chief Executive Officer of the MITD, is responsible to the Board for the day-to-day management and control of its activities/business. He is supported in his tasks by the Deputy Director as well as a team of technical, operational and other support staff at different levels.
- 44.5 At present, the staffing of the MITD stands at around 712 employees who are involved in delivery of training; management/administration and provision of support services, among others. The organisation consists of 23 Training Centres which provide technical and vocational education and training in a variety of fields/sectors and offer programmes at Foundation, National Certificate, Diploma and Higher National Diploma Levels either on part-time or full-time basis.
- 44.6 It has been reported that with the setting up of the MITD in 2009, a new organisation structure and proposed schemes of service were worked out for existing and new grades by Management. However, in August 2010, the Mauritius Institute of Training and Development Training Officers and Instructors Union declared a dispute at the Commission for Conciliation and Mediation (CCM) on grounds that there were no recognised Unions at the MITD and no consultative meetings were held to discuss on the new organisation structure and proposed schemes of service. An agreement was reached at the CCM between Management of the MITD and the Unions wherein the latter were recognised in September 2011 and Procedural Agreements were signed in March 2012.

- 44.7 Following a request from Unions, Management appointed the BCA Consultant in February 2013 to work out the organisation structure and examine the schemes of service of the MITD. The BCA Consultant submitted its final report in 2014. However, since no consensus was reached between Management and the Unions, the Bureau maintained the organisation structure of the MITD in its previous Reports.
- 44.8 The Bureau has also been apprised that, as at date, all officers of the ex-Industrial and Vocational Training Board (ex-IVTB) have opted to transfer their services to the MITD and they have been granted one increment to that effect. The administrative and support staff posted at the Head Office and the Lycée Polytechnique Sir Guy Forget of the ex-Technical School Management Trust Fund (ex-TSMTF) have also opted to transfer their services to the MITD and have been granted one increment. However, the Bureau was apprised that most of the Trainers employed on a permanent and pensionable establishment posted at the Lycée Polytechnique Sir Guy Forget have still not yet exercised their option and provisions at Section 28 of the MITD Act have not been applied.
- 44.9 A number of schemes of service, some for the creation of grades and some for salary grading, among others, with regard to an organisation overhaul were submitted to the Bureau for consideration on an *ad hoc* basis. Given that the MITD was recently transferred under the purview of the Ministry of Labour, Human Resource Development and Training and Commerce and Consumer Protection, its views were sought on the proposed organisation structure and the Ministry requested the Bureau to, once again, stay action on the proposed organisation structure considering that additional functions may devolve upon the Institute. The MITD, on the other hand, requested that the new organisation structure be implemented so as to avoid any further outcry from Unions.
- 44.10 In the context of this Report, the Bureau conducted meetings with all the Unions of the MITD and its Management. The main representations of the different Unions were, *inter alia*, for the setting up of an appropriate organisation structure; the creation of few grades as well as the merging and restyling of some other grades; an upgrading in the salary scale of existing grades; reinstatement of certain grades which are evanescent; and improving existing conditions of service. Unions also highlighted on the fact that there are no proper schemes of service for grades at the MITD. Numerous individual representations were sent by incumbents in different grades. Their main qualms related to upgrading in salary, among others.
- 44.11 Meetings were held with the Management of the MITD to enable the Bureau to better understand and gauge the prevailing situation at the MITD from a managerial perspective. Management submitted its proposals which included requests for the creation of grades; existing posts to be maintained on its establishment; restyling of grades; reinstatement of evanescent grades; and grades to be abolished.
- 44.12 During consultations, all parties were apprised that creation of grades depends on the functional and operational needs of the organisation. In regard to alignment of salaries, parties were informed that such requests are examined taking into

consideration, among others, the qualification requirement, nature of duties, level of operation, and responsibility of a grade. On the issue of conditions of service, both Management and the staff side were informed that except for specific ones, general conditions would be dealt with holistically after analysing submissions from all stakeholders. Due explanation was given for requests that could not be acceded to.

44.13 The main contention, since its creation, is that the MITD could not operate with an appropriate structure. It was noted that on several occasions, Management made proposals on the organisation structure and schemes of service for all existing and new grades but was not implemented due to outcry from the Unions. The Bureau has, nonetheless, carried out an in-depth study of all proposals received in the context of this Report and considers that, though the parent Ministry has requested to stay action on the current organisation structure, this situation cannot continue since the staff side are operating in a vacuum. The Bureau has also noted that it is stated in the Government Programme 2020/2024 that, in line with the education reform policy, an Institute of Technical Education will be set up to create opportunities and pathways for learners to pursue studies in technical education. Subsequently, Management of the MITD informed that some Training Centres would be transferred to the new Institute of Technical Education. However, to date, all Training Centres are still operating under the MITD.

44.14 We are, therefore, in the ensuing paragraphs, making appropriate recommendations such that the MITD is equipped, to some extent with a proper organisation structure so as to better deliver on its mandate. To this end, a grade has been created to meet the functional need of the organisation. A few grades have been restyled to better reflect the nature of duties being performed and grades which no longer served the organisation have been abolished while some have been reinstated. For this review exercise, the Bureau has also taken on board all the schemes of service submitted through the MPSAIR for the new organisation structure.

Quality Assurance Officer (New Grade)

44.15 In the context of on-going organisational re-structuring, Management requested for the setting up of a Quality Assurance Division. The Division will be responsible for the implementation of the Quality Assurance System in all MITD Training Centres as well as ensuring, among others, quality audit of the human resources, curriculum, infrastructure and equipment. Hence, we are making provision for a new grade of Quality Assurance Officer.

Recommendation 1

44.16 We recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree and a Master's Degree and reckoning an aggregate of at least 10 years' proven experience in Teaching or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department in the Education Sector.

44.17 Incumbent would be required to, among others, carry out system evaluation and submit reports; assist on curriculum panels and evaluate curricular materials; ensure maximum utilisation of resources in schools; tender pedagogical advice to teachers; assist in staff development programmes; and report on status of teaching and learning on different disciplines in schools.

Career Guidance Officer

44.18 During consultations, Management apprised the Bureau that the MITD provides different levels of courses and training programmes for the benefit of students as well as the emerging workforce. Management also explained that very often students are not aware of the courses being offered or need guidance on which course would be the most suitable for them depending on their knowledge and areas of interest. Therefore, a request was made for the creation of a grade of Career Guidance Officer.

44.19 The Bureau wishes to highlight that there is a Careers Counsellor Cadre at the Ministry of Labour, Human Resource Development and Training and Commerce and Consumer Protection and that since the MITD now falls under its *aegis*, it would be more appropriate to tap the services of officers in the Careers Counsellor Cadre, whenever necessary, as a means to refrain from creating departmental grades.

Creation of Senior Training Officer and reinstating the grades of Trainer (Personal) and Senior Trainer (Personal)

44.20 During consultations, Management requested for the creation of a grade of Senior Training Officer and the reinstatement of the evanescent grades of Trainer (Personal) and Senior Trainer (Personal). It was submitted that the grades of Trainer (Personal) and Senior Trainer (Personal) are from the ex-TSMTF while the Training Officer is from the ex-IVTB. The main contention of Management is that incumbents at the ex-TSMTF wish to maintain their previous structure since the conditions of service of Trainers are different from those of Training Officers in terms of working hours and vacation leave.

44.21 The MITD was advised to seek the views of the Attorney-General's Office on this matter and to share any information obtained thereof among the relevant stakeholders.

44.22 The Bureau has taken note of the issue and opines that the Management of the MITD may consider the advisability of dealing with this matter expeditiously in consultation with all relevant stakeholders.

Specific provisions for Assistant Manager, Training Centre Manager and Divisional Manager

Recommendation 2

44.23 We recommend that officers in post as at 31.12.20 in the grades of Assistant Manager (Procurement and Logistics); Assistant Manager; Assistant Manager (Human Resources); and Assistant Manager (Information and Communication Systems) AND officers who were in post at the ex-IVTB and ex-TSMTF as at 30.06.08 and who are appointed to the aforementioned grades after the date of

implementation of this Report, should be allowed, after drawing the top salary of the grade for 12 months, to move incrementally in the Master Salary Scale up to salary point Rs 77950.

44.24 We also recommend that officers who were in post as at 30.06.08 at the ex-IVTB and ex-TSMTF and who are appointed to the grade of Training Centre Manager after the date of implementation of this Report should be allowed, after drawing the top salary of the grade for 12 months, to move incrementally in the Master Salary Scale up to salary point Rs 85250.

44.25 We further recommend that officers who were in post as at 30.06.08 at the ex-IVTB and ex-TSMTF, and who are appointed to the grade of Divisional Manager after the date of implementation of this Report, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 94500.

Human Resource Officer/ Senior Human Resource Officer

44.26 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Workshop Assistant/Senior Workshop Assistant (Personal to employees in post as at 30.06.08)

formerly Workshop Assistant (Personal to employees in post as at 30.06.08)

44.27 According to their scheme of service, Workshop Assistants are required to ensure that tools and equipments are in good working order; deliver tools and materials to trainees; carry out minor repair works in machine tools; report any defect in tools and equipment to the Technical Assistant; and keep workshops clean and tidy; among others. Incumbents in the grade of Workshop Assistant (Personal to employees in post as at 30.06.08) made several representations to review their salary scale in view of the complexity of their duties.

44.28 The Bureau carried out a site visit at the Lycée Polytechnique Sir Guy Forget on the 11th of October 2019 for a *de visu* assessment of the job. During the site visit, it was observed that each workshop has its own specificity and consists of valuable equipment and tools which are under the responsibility of the Workshop Assistant. Incumbents are called upon to operate several complex equipment. In the context of this review exercise, the grade of Workshop Assistant (Personal to employees in post as at 30.06.08) has been re-assessed and it was found that the job has evolved in terms of complexity. We have also considered that though the grade is evanescent, there are still a few incumbents and there is need to restyle the grade to better reflect the duties being performed.

Recommendation 3

44.29 We recommend that the grade of Workshop Assistant (Personal to employees in post as at 30.06.08) be restyled Workshop Assistant/Senior Workshop Assistant

(Personal to employees in post as at 30.06.08). This element has been taken into consideration in arriving at the recommended salary scale for the grade.

44.30 We also recommend that employees in the grade of Workshop Assistant/Senior Workshop Assistant (Personal to employees in post as at 30.06.08) *formerly Workshop Assistant (Personal to employees in post as at 30.06.08)*, who have reached the top salary of their salary scale, should be allowed to move incrementally in the Master Salary Scale by one increment.

Discipline

44.31 Representations have been made by the Unions for the creation of a dedicated grade to cater for discipline in the premises of the different training centres. The Bureau has thoroughly examined the issue and has reached the conclusion that **maintenance of discipline within the premises of the training centres under responsibility of the MITD should be the concern of each and every member of the staff both teaching and non-teaching.** Every member should participate actively to continuously maintain the highest level of discipline in training centres. They should act proactively and collectively to restore discipline immediately in any situation of unruliness and disorderliness.

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

SALARY SCHEDULE

MITD 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker (Personal to employees in post as at 31.12.20)

MITD 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850

Terminal Attendant (Ex-SPI) (Personal)

MITD 3 : 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

Office Attendant (Personal to employees in post as at 30.06.08)

Office Attendant (Ex-SPI) (Personal)

MITD 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475

Office Attendant/Receptionist (Ex-SPI) (Personal)

MITD 5 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475

Driver/Messenger

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 6 : 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

Workshop Assistant/Senior Workshop Assistant (Personal to employees in post as at 30.06.08)

formerly Workshop Assistant (Personal to employees in post as at 30.06.08)

MITD 7 : 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 - 26725

General Assistant

MITD 8 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Messenger (Personal to Driver/Messengers in post at ex-IVTB and Ex-TSMTF as at 30.06.2008)

MITD 9 : 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 - 29050

Senior General Assistant

MITD 10 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephone Operator

MITD 11 : 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 x 825 - 31525

Printing Assistant

MITD 12 : 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 - 31525

Laboratory Attendant (Personal to employees in post as at 30.06.08)

MITD 13 : 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

Technical Assistant (IT)

Technical Assistant (Maintenance)

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 14 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer/Higher Clerical Officer (Personal)
Clerk/Word Processing Operator
Library Clerk (Personal to officers in post as at 30.06.08)
Security Officer

MITD 15 : 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

Technical Assistant (Maintenance) (Personal to incumbents in the grade of Technical Assistant of ex-TSTMTF in post as at 30.06.08)

MITD 16 : 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

Teacher, Basic Secondary Schools (Personal to officers in post as at 31.12.20)

MITD 17 : 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

Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)
Management Support Officer

MITD 18 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounts Clerk
Assistant Financial Operations Officer (Personal to officers in post as at 31.12.20)
formerly Assistant Financial Officer
Assistant Procurement and Supply Officer

MITD 19 : 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 - 39350

Instructor

MITD 20 : Rs 20825 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

Usher (Personal to officers in post as at 30.06.08)

MITD 21 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 22 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Higher Executive Officer
Procurement and Supply Officer

MITD 23 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer

MITD 24 : 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

Analyst Programmer
Human Resource Assistant (Personal to officers in post as at 30.06.08)
ICT Technician
formerly Technician (IT)
Library Officer
Maintenance Officer
Marketing Officer (Personal to officers in post as at 30.06.08)

MITD 25 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250

Senior Procurement and Supply Officer

MITD 26 : 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

MITD 27 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Accounting Technician

MITD 28 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600

Senior Accounting Technician

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

**MITD 29 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Officer

formerly Administrative Officer

Administrative Officer (Assessment and Certification)

Human Resource Management Officer (Personal to officers in post as at 30.06.08)

Psychologist

Trainer (Personal to officers in the grade of Trainer of Ex-TSMTF)

Training Officer

**MITD 30 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 62700**

Systems Administrator

**MITD 31 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary (Personal to officers in post as at 30.06.08)

**MITD 32 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Accountant/Senior Accountant

Curriculum Officer

Examination Officer

Internal Auditor/Senior Internal Auditor

formerly Internal Auditor

**MITD 33 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800**

Curriculum Officer (Personal to incumbent in the grade of Curriculum Officer of ex-IVTB)

Marketing Manager

Project Officer

Senior Trainer (Personal to officers in post as at 30.06.08)

**MITD 34 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575
- 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800**

Coordinator (Personal to officers in post as at 30.06.08)

**MITD 35 : Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800 x 2000 - 73800**

Quality Assurance Officer (New Grade)

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 36 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800

Assistant Manager
Assistant Manager (Human Resource)
Assistant Manager (Information and Communication Systems)
Assistant Manager (Procurement and Logistics)
Senior Examination Officer

MITD 37 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Assistant Manager (Personal to incumbent in the grade of Assistant Manager of ex-IVTB and ex-TSMTF)
Assistant Manager (Human Resource) (Personal to incumbent in the grade of Assistant Manager responsible for Human Resource at ex-IVTB)
Assistant Manager (Information and Communication Systems) (Personal to incumbent in the grade of Assistant Manager responsible for Information Technology at ex-IVTB)
Assistant Manager (Procurement and Logistics) (Personal to incumbent in the grade of Assistant Manager responsible for Procurement at ex-IVTB)

MITD 38 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Training Center Manager

MITD 39 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250

Training Centre Manager (Personal to incumbents of ex-IVTB)
Training Center Manager (Personal to incumbents in the grade of Manager at Ex-TSMTF)

MITD 40 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375

Divisional Manager (Administration)
Divisional Manager (Assessment and Certification)
Divisional Manager (Facilities Management)
Divisional Manager (Finance)
Divisional Manager (Human Resource)
Divisional Manager (Information and Communication Systems)
Divisional Manager (Procurement and Logistics)

44. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 41 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB)

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for Research, Project and Curriculum Development and Training Delivery of ex-IVTB)

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for Corporate Affairs of ex-IVTB)

Divisional Manager (Facilities Management) (Personal to incumbent in the grade of Divisional Manager responsible for Maintenance of ex-IVTB)

Team Leader (IT) (Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB)

MITD 42 : Rs 94500 x 3125 - 103875

Deputy Director (Training)

Deputy Director (Corporate)

MITD 43 : Rs 122625

Director



45. MAURITIUS MARATHI CULTURAL CENTRE TRUST

- 45.1 The Mauritius Marathi Cultural Centre Trust (MMCCT), a body corporate operating under the *aegis* of the Ministry of Arts and Cultural Heritage, is mainly responsible to preserve and promote Marathi arts and culture through artistic and cultural activities. Its objectives are, *inter alia*, to: promote the study of Marathi; collect, publish and disseminate information pertaining to Marathi arts and culture; create facilities for documentation and research on Marathi arts and culture; and establish useful links with organisations engaged in similar activities locally and internationally.
- 45.2 As per the provision of its Act, the MMCCT is managed by a Board of Trustees. The staffing structure of the organisation presently comprises the grades of Director, Administrative and Events Officer, Management Support Officer, Clerk/Word Processing Operator and Driver/Office Attendant. However, only the post of Management Support Officer is filled.
- 45.3 For this review exercise, the Bureau has not received any representation from the staff. Management, on its side, made a request to maintain the present structure of the organisation and informed that for the smooth functioning of the Trust, the establishment size of the existing grades would be increased.
- 45.4 In the given circumstances, the current structure is being maintained and the salary scales of the grades are being revised.

45. MAURITIUS MARATHI CULTURAL CENTRE TRUST

SALARY SCHEDULE

MMCCT 1 :	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
	Driver/Office Attendant
MMCCT 2 :	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
	Clerk/Word Processing Operator
MMCCT 3 :	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
	Management Support Officer
MMCCT 4 :	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
	Administrative and Events Officer

45. MAURITIUS MARATHI CULTURAL CENTRE TRUST (Contd)

MMCCT 5 : Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Director



46. MAURITIUS MEAT AUTHORITY

- 46.1 The Mauritius Meat Authority (MMA) is a body corporate established under the provision of the Meat Act of 1974. Its main functions are, among others, to: provide slaughtering services and ensure regular supply of fresh meat on the market; establish and manage abattoirs; purchase and import livestock; market meat, meat products and by-products of the slaughtering process; and control and regulate the sale of meat and meat products.
- 46.2 Its activities are organised under five main Divisions namely Administration, Finance, Procurement, Human Resource and Production. As provided in its Act, the day-to-day management and control of the Authority is vested in the General Manager. He is supported in his task by a complement of staff in the professional, technical and other occupational categories.
- 46.3 For this review, the main proposals from Management and the two Unions were geared towards the creation of additional levels, both on a full time and part-time basis; filling of vacant posts; working hours of employees involved in slaughtering; and enhanced conditions of service. Representation was also made to restyle the grade of Higher Executive Officer to Office Management Assistant.
- 46.4 Both Unions also requested that employees involved in slaughtering who start work at 0200 hours be allowed to leave the work premises after completing their tasks. They had raised their qualms on the fact that with previous Management, they did not stay at the place of work for eight hours but were allowed to go home as soon as they completed the slaughtering. However, as per present arrangement, on completion of the slaughtering duties, they are required to stay in the premises though they have no other duties to perform. They also contended that there is often a delay in the grant of protective items and at times the required quantity is not granted. The Unions were informed that the views of Management would be solicited on these pertinent issues.
- 46.5 During consultations, parties were apprised that grades are normally created on the basis of functional needs. Appropriate explanation was provided for requests that could not be acceded to. To ensure the smooth functioning of the Authority, Management was advised to fill in vacant posts. As regards working hours of employees involved in slaughtering, Management agreed that the onus rests with the Responsible Officer taking into consideration the operational needs of the Authority. The Bureau was informed that the employees posted in the Central Abattoir put in around 20 hours per week, on average, instead of 40 hours. Management justified its position by stating the fact that from Monday to Wednesday, employees in the grade of Slaughterman/Senior Slaughterman work three hours daily while from Thursday to Saturday, they work for about four hours daily. It was viewed that Management should consider the introduction of a task work system for employees involved in slaughtering. On the issue of protective item/equipment, Management averred that the recommended quantity is being issued within time. Additionally, workers who are

involved in slaughtering are provided with a silver glove to protect them from the risk of injury from the slaughtering knives. Appropriate clarifications were also sought from Management on the specific conditions of service.

46.6 Management has additionally requested for the creation of the grade of Abattoir Clerk and a proposed scheme of service was submitted to the Bureau. Upon scrutiny of the proposed scheme of service, it was observed that the proposed duties were similar to that of the existing grade of Assistant Head Butcher. Hence, Management was advised to increase the number of post of the existing grade of Assistant Head Butcher as it would not be wise to create another grade with a different appellation to perform the existing set of duties.

46.7 The Bureau has examined each submission. With a view to enabling the Authority to discharge its mandate in a more efficient and effective manner, we are providing for additional levels to cater for its technical and operational functions.

ICT Technician (New Grade)

46.8 Management has submitted that the Authority is in the process of computerising its Finance, Human Resource and Procurement departments. In view of the growing use of information technology (IT), Management has, therefore, requested for a grade to ensure the proper functioning of its current IT system. The Bureau considers the request to be justified and is recommending accordingly.

Recommendation 1

46.9 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information and Communication Technology or an equivalent qualification acceptable to the Authority.

46.10 Incumbent would be required, among others, to: implement, support and maintain the IT system at the MMA; develop small computer programmes for end-users; implement security measures to safeguard IT systems from threats; ensure compliance with ICT standards, guidelines and methodologies; and be responsible for the updating and maintenance of the website of the Authority.

Plumber and Pipe Fitter (New Grade)

46.11 As per existing arrangement, all issues related to water leakages are being dealt with by an employee in the grade of General Purpose Handy Worker/Tradesman's Assistant. As the number of interventions in plumbing local networks has increased considerably, Management has submitted that there is need for a dedicated grade to resolve all issues pertaining to plumbing and pipe fitting. The Bureau is agreeable to the proposal and is recommending accordingly.

Recommendation 2

46.12 We recommend the creation of a grade of Plumber and Pipe Fitter. Appointment thereto should be made by selection from among serving employees of MMA

possessing the Certificate of Primary Education and National Trade Certificate (Level 3) in Plumbing and Pipe Fitting and reckoning at least two years' experience in the trade.

- 46.13 Incumbent would be required, among others, to: carry out necessary measurements and calculations of the trade in accordance with technical specifications; check all water tanks' floats and piping for leakage; check all the soil pipes in shafts for leakage and repairs; ensure that water tanks are full and water is always available in taps; connect water system from meter to buildings and execute necessary reductions and branches; and prepare estimates in regard to types and quantities of materials required for specific work related to plumbing and pipe fitting.

Human Resource Officer/Senior Human Resource Officer

- 46.14 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Allowance to General Worker

- 46.15 At present, a monthly allowance of Rs 1000 is being paid to General Workers who are posted at the Abattoir to perform specific tasks such as sorting of animals; cleaning of bleeding areas, slaughter halls, weighing rooms, cold rooms; collection and disposal of Abattoir wastes; and assisting the Laundry Workers as and when required. We are maintaining this provision and revising the quantum of allowance.

Recommendation 3

- 46.16 We recommend that General Workers posted at the Abattoir be paid a revised monthly allowance of Rs 1050 for performing the above-mentioned specific tasks.**

Transport Management

- 46.17 Currently, a monthly allowance of Rs 625 is payable to each Assistant Head Butcher for the management of transport in the respective sections of the Abattoir. The present arrangement is being maintained.

Recommendation 4

- 46.18 We recommend that Assistant Head Butchers who are required to manage the transport fleet of the Authority, over and above their normal duties, should each be paid a revised allowance of Rs 660 monthly.**

Specific Conditions of Service

Breakfast

- 46.19 As per existing arrangement, employees who start work before 0600 hours on peak days are provided with breakfast. **In view of the specificity of the Authority, the Bureau considers that this arrangement should continue.**

Attendance Bonus

46.20 To ensure the timely supply of meat in good hygienic conditions, officers in the following grades are required to start work prior to 0600 hours against payment of an attendance bonus of Rs 65 per hour:

Head Butcher (Goat, Pork, Cattle/Sheep)

Assistant Head Butcher

Slaughterman/Senior Slaughterman

Meat Loader/Lorry Helper

General Purpose Handy Worker/Tradesman's Assistant

Motor Mechanic Grade I

Electro-Mechanic

Boiler Operator

Driver

46.21 We are in this Report, while maintaining this provision, revising the quantum.

Recommendation 5

46.22 We recommend that the attendance bonus payable to officers in the above-mentioned grades be revised to Rs 70 per hour.

Hours of Work

46.23 The existing provision requiring Management to adopt variable patterns of work and modes of appointment is being maintained and replicated.

Recommendation 6

46.24 We recommend that the MMA continues to apply the alternative modes of employment as specified in Chapter Employment on Contract and Alternative Modes of Employment in Volume 1 of this Report.

Health Surveillance

46.25 Staff of the MMA, by the nature of their work, are regularly exposed to or are liable to contracting diseases which are hazardous to their health. As per present provision, Management of MMA, with the assistance of relevant authorities, should ensure that an annual health risk assessment is carried out to identify situations where employees are exposed to noxious substances or adverse working conditions which may impair their health. The Bureau views that it is the responsibility of every employer to provide a safe place of work and this provision should be maintained. **Management should, therefore, consider setting up a Health Surveillance Programme for these employees.**

Meat Loader/Lorry Helper

46.26 Specific provisions have been made for employees in the grade of Meat Loader/Lorry Helpers as follows:

- (i) Management should consider the advisability of redeploying those Meat Loader/Lorry Helpers, who are above 55 years and whose duties require physical fitness, in other sections where less physical effort is required; and
- (ii) Meat Loader/Lorry Helpers should be allowed to retire after completing 25 years' of pensionable service. However, retirement benefits for these employees should be governed by provisions as specified under the Chapter Retirement and Retirement Benefits – Pension Scheme for the Public Sector in Volume 1 of this Report.

46.27 As the above provisions are fit for purpose, we recommend that same be maintained.

Part-Time Employment

46.28 It has been submitted that with the increasing number of slaughtering activities carried out on Thursdays, Fridays and Saturdays, the Central Abattoir should be manned by an adequate number of employees to ensure that its activities are carried out efficiently and effectively. Management has, therefore, proposed the creation of the grades of Meat Loader/Lorry Helper, Slaughterman/Senior Slaughterman and Driver who would serve the Authority on a part-time basis as their services would be required for three days a week.

46.29 During consultation, Management was apprised of the Bureau's philosophy on Part-Time Employment and it was agreed that the MMA may consider the advisability of enlisting the services of part-time employees. In the recruitment of such employees, the MMA should stand guided by the provisions made in Chapter Part-Time Employment in Volume 1 of this Report.

Abolition of grades

46.30 Management has submitted that the following grades are currently vacant and would no longer be required:

- Head of Illegal Slaughter Squad
- Executive Officer (Personal to officers in post as at 31.12.15)
- Cashier (Personal)
- Word Processing Operator
- Slaughterman (Personal)
- Plant Operator
- Senior Stockman (Personal)

Recommendation 7

46.31 We recommend that the above-mentioned grades be abolished.

46. MAURITIUS MEAT AUTHORITY
SALARY SCHEDULE

MA 1	:	Rs 21150 Safety and Health Officer (Part-time)
MA 2	:	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
MA 3	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 Laundry Worker
MA 4	:	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
MA 5	:	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>
MA 6	:	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 General Purpose Handy Worker/Tradesman's Assistant Meat Loader/Lorry Helper Office Attendant Stockman (Personal)
MA 7	:	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver
MA 8	:	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 Boiler Operator Electro-Mechanic Motor Mechanic Grade I Plumber and Pipe Fitter (New Grade)

46. MAURITIUS MEAT AUTHORITY (Contd)

- MA 9 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**
Senior/Head Office Attendant
- MA 10 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist
- MA 11 : 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 x 825 - 29875**
Slaughterman/Senior Slaughterman
- MA 12 : 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**
Driver (Meat Van)
- MA 13 : 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**
Assistant Head Butcher
- MA 14 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer/Higher Clerical Officer
- MA 15 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- MA 16 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Assistant Financial Operations Officer
formerly Assistant Financial Officer
Assistant Procurement and Supply Officer
- MA 17 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350**
Head Butcher (Goat, Pork, Cattle/Sheep)
- MA 18 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary

46. MAURITIUS MEAT AUTHORITY (Contd)

MA 19 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Financial Operations Officer
formerly Financial Officer
Higher Executive Officer
Procurement and Supply Officer

MA 20 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer

MA 21 : 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

Abattoir Supervisor
ICT Technician (New Grade)

MA 22 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250

Senior Financial Operations Officer
formerly Senior Financial Officer

MA 23 : Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Engineer

MA 24 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Accountant/Senior Accountant
formerly Accountant
Administrative Secretary

MA 25 : Rs 119500

General Manager



47. MAURITIUS MUSEUMS COUNCIL

- 47.1 The Mauritius Museums Council Act No. 3 of 2000 provides for the setting up of the Mauritius Museums Council (MMC). It operates as a body corporate under the umbrella of the Ministry of Arts and Cultural Heritage and has under its responsibility seven Museums and two historical sites.
- 47.2 Traditionally, the role of the MMC was to present objects of historical importance to the public through its showcases. However, its functions have been redefined to: provide a wide range of services to the public, tourists, schools, public institutions as well as the private sector and individual artists including travelling exhibitions, impart cultural education to school children at all levels; participate in international conferences and workshops held in Mauritius; provide help and support to different Ministries and the University of Mauritius; and assist individual artists for the mounting of exhibition of their collections and paintings.
- 47.3 Being at the apex, the Director General is responsible for the execution of the policies and decisions of the Board and for the control and management of the day-to-day business of the organisation. He is supported by officers in technical and General Services cadres and employees in the manual grades.
- 47.4 The main requests of Union pertain to the creation of a grade of Chief Museum Technician; the merger of the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer and the grades of Gardener/Nursery Attendant and Senior Gardener/Nursery Attendant; and provision of duty exemption on a car for the grade of Principal Museum Technician.
- 47.5 Union members were explained that the onus for the creation of grades rested upon Management, taking into account the functional needs of the organisation. They were advised that once the vacant posts of Curator and Conservator are filled, Management may then proceed with the creation of the additional level, on an *ad hoc* basis, through the proper channel. As regards their demands for eligibility to duty exemption on a car, this depends on the findings of the survey on Travelling and Car Benefits.
- 47.6 In the context of this review exercise, the Bureau was apprised that, subject to a budgetary measure, an action plan is being devised for the merger of the MMC and the National Arts Gallery. Hence, Management abstained from making any submission. It should also be highlighted that the Management of the MMC was represented only by representatives of the parent Ministry. Pending the merger of the two organisations, stakeholders consented that the existing structure be maintained.
- 47.7 Against this background and pending any re-organisation, we are maintaining the existing structure of the MMC and providing for the payment of an allowance to the most senior Gardener/Nursery Attendant for overseeing the work of other counterparts.

Recommendation 1

47.8 We recommend that the senior most Gardener/Nursery Attendant be paid a monthly allowance equivalent to two increments at the point reached in the salary scale for coordinating and supervising the work of Gardener/Nursery Attendants.

47. MAURITIUS MUSEUMS COUNCIL**SALARY SCHEDULE**

MMC 1 :	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150
	General Worker
MMC 2 :	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225
	Handy Worker
MMC 3 :	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
MMC 4 :	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525
	Museum Attendant/Senior Museum Attendant Office Attendant/Senior Office Attendant
MMC 5 :	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
	Driver/Office Attendant
MMC 6 :	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225
	Handy Worker (Skilled)
MMC 7 :	Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875
	Receptionist/Telephonist
MMC 8 :	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 – 31525
	Laboratory Attendant Salesperson

47. MAURITIUS MUSEUMS COUNCIL (Contd)

- MMC 9 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator (Personal)
- MMC 10 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- MMC 11 : 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**
Museum Technician
- MMC 12 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- MMC 13 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
- MMC 14 : Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350**
Senior Museum Technician
- MMC 15 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- MMC 16 : 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**
Museums Public Relations Officer
- MMC 17 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Accounts Officer/Senior Accounts Officer
- MMC 18 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Principal Museum Technician

47. MAURITIUS MUSEUMS COUNCIL (Contd)

MMC 19 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550

Office Superintendent

MMC 20 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Conservator

Curator

Museum Educator

MMC 21 : Rs 31525 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 Secretary

MMC 22 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Director

MMC 23 : Rs 103875

Director General



48. MAURITIUS OCEANOGRAPHY INSTITUTE

- 48.1 The Mauritius Oceanography Institute (MOI) was set up under the provisions of the Act No. 24 of 1999. It operates under the *aegis* of the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping and aims to become the Centre of Excellence in Oceanography in the Indian Ocean region by contributing towards the advancement of oceanography for the welfare of the people of the Republic of Mauritius.
- 48.2 Its main functions are to: initiate, encourage, launch, facilitate, support, undertake, participate in rationalising and coordinating research and development in relation to oceanography having regard to the national, regional and international interests of Mauritius, its needs and priorities; arrange and provide facilities to any other institution, body or person, for carrying out such research and development; maximise opportunities and arrangements for such research and development on a collaborative basis and to encourage and facilitate the application and use of its results. The Institute also collects, coordinates, stores, disseminates published reports and other materials relating to oceanography and prepares, funds, implements and periodically updates and monitors programmes relating to the sustainable development of marine resources.
- 48.3 Being at the apex, the Director is assisted by a Deputy Director and other heads of Department/Units in the overall management of the organisation. The core functions of the MOI are carried out by officers in the Research Scientist Cadre, who are posted in five departments viz: Physical Oceanography, Biological Oceanography, Chemical Oceanography, Marine Geosciences and Biotechnology.
- 48.4 In the context of this review exercise, the representations made by the Union mainly consisted of: reviewing the mode of appointment of certain grades; upgrading of the salary of a few positions; creating grades in a few areas mainly to provide a career path; granting duty free exemption and enhanced travelling benefits to professional staffs, while granting an allowance to the Driver for performing additional higher duties; implementing flexitime for improved efficiency and productivity; and reviewing the mode of payment of seagoing allowance. Management on its side made a few common requests as those proposed by the Union. Other proposals comprised reviewing the mode of appointment of certain grades; restyling a few positions; and creating additional levels.
- 48.5 During consultative meetings, stakeholders were apprised of the outcome of most of their requests. We are, in addition, making the following observations: restyling should be in consonance with the nature and level of duties performed; and creation of grades depends upon functional needs. In addition, certain implementation issues should be addressed by Management including the review of mode of appointment of grades and payment of an allowance to officers who are performing higher duties or in a different field where certain specific competencies are required; and a few issues could not be addressed as requested information have not been submitted within the set time frame.

48.6 After examining all the proposals, those found meritorious have been favourably considered. In this context, we are: creating the grades of Plant and Maintenance Officer and Assistant Procurement and Supply Officer; revising the mode of appointment to the grade of Accounts Officer; reviewing the mode of payment for Diving Allowance; and retaining a few provisions made in the last Report.

Plant and Maintenance Officer (New Grade)

48.7 Both Management and Union made a request for the creation of a grade of Plant and Maintenance Officer to attend to maintenance of building and services issues. Given that there is functional need for this level, we are recommending accordingly.

Recommendation 1

48.8 We recommend the creation of a grade of Plant and Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification acceptable to the Board.

48.9 Incumbent would, among others, be responsible for the maintenance and repairs of plant, furniture and equipment; and called upon to: plan, design, execute, supervise and monitor civil engineering works; guide, supervise and control maintenance staff; and make regular inspections of existing infrastructure.

Assistant Procurement and Supply Officer (New Grade)

48.10 At present, procurement and supply duties are being performed by a Procurement and Supply Officer. The Union requested for the creation of a grade of Assistant Procurement and Supply Officer for good governance. After carefully examining the issue, we are providing for a grade of Assistant Procurement and Supply Officer.

Recommendation 2

48.11 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment, thereto, should be as per provision made in the Introductory Chapter of this Volume.

48.12 Incumbent would be required, among others, to: perform procurement, supply and stock control operations and maintain updated records of transactions in compliance with the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate; assist in any assignment related to procurement, supply and stock control operations, operate e-procurement and inventory management systems; and assist in the proper up-keeping of equipment.

Accounts Officer

48.13 Appointment to the grade of Accounts Officer is presently made by selection from outside candidates. Management made a request to review the mode of appointment of the grade of Accounts Officer with a view to providing better career prospects to serving Accounts Clerks who possess the relevant qualifications.

- 48.14 After examining the request, we are agreeable to the proposal and are recommending in that direction.

Recommendation 3

- 48.15 We recommend that in future, appointment to the grade of Accounts Officer should be made by selection from among officers in the grade of Accounts Clerk reckoning at least four years' service in a substantive capacity in the grade.**
- 48.16 We also recommend that henceforth, appointment to the grade of Accounts Clerk should be made as per provision made in the Introductory Chapter of this Volume.**

Human Resource Officer/Senior Human Resource Officer

- 48.17 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Diving Allowance

- 48.18 The scientific and technical staff of the MOI are eligible for the payment of a Diving Allowance every time they perform diving duties subject to a maximum number of dives. Both Management and the Union have requested the Bureau to provide a clear definition of diving as implementation problems were being encountered when considering the different forms of diving for which payment should be effected.
- 48.19 Whilst studying the representation, we noted that payment of diving allowance was indeed being implemented differently across the Public Sector. In a bid to facilitate implementation, we are providing a definition of 'diving' as well as upholding the provision for the Diving Allowance.

Recommendation 4

- 48.20 We recommend that scientific and technical staff of the MOI who are called upon to perform (scuba) diving duties for carrying out observation and data collection underwater be paid Rs 695 per dive, subject to a maximum of Rs 10425 per month. This maximum may be reviewed by the Board based on operational requirements.**
- 48.21 For the purpose of implementation of the above recommendation, "diving" is referred to "the activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel".

Sea Going Allowance

- 48.22 Scientific and technical staff of the MOI who act as observers on board vessels in connection with scientific operations are currently being paid a sea going allowance of Rs 1000 per officer per day. We consider that the present arrangement is appropriate and are, therefore, maintaining same.

Recommendation 5

48.23 We recommend that the Sea Going Allowance payable to scientific and technical staff of the MOI who act as observers on board vessels in connection with scientific operations be revised to Rs 1050 per officer per day.

Sea Going Incentive

48.24 Presently, scientific and technical staff who have stayed on board vessel for a period of five consecutive days in connection with scientific operations are eligible for one day's rest. We are retaining this provision.

Recommendation 6

48.25 We recommend that, scientific and technical staff who have stayed on board vessel for a period of five consecutive days in connection with scientific operations should continue to be granted one day's rest.

Continuous Professional Development (CPD)

48.26 Principal Research Scientists, Research Scientists and Associate Research Scientists are eligible for the payment of an allowance of Rs 8000 annually which is cumulative over a maximum of three years to meet expenses towards their professional development on presentation of documentary evidence; and are granted special leave of 10 days annually, subject to exigencies of the service, to enable them to take advantage of professional development programmes either locally or abroad. The special leave may be combined with other types of leave whenever the number of leaves required exceeds ten days. We are maintaining this arrangement.

Recommendation 7

48.27 We recommend that the Principal Research Scientists, Research Scientists and Associate Research Scientists on the permanent and pensionable establishment of the MOI should be:

- (i) paid an allowance of Rs 8400 annually, to be able to meet expenses towards their professional development. This allowance is payable on presentation of documentary evidence and it is cumulative over a maximum period of three years; and**
- (ii) granted 10 days special leave annually which may be combined with other types of leave in cases where the number of days of leave required exceeds 10 days, subject to exigencies of the service.**

Consultancy Services

48.28 As per the recommendation of the previous Report, the MOI staff are allowed to provide consultancy services and the net income therefrom is shared between the staff concerned and Management in the ratio of 2:1. During consultations, the Bureau has been apprised that this recommendation is not being implemented as the Board of the MOI viewed that the provision of consultancy services by the MOI against payment may involve a conflict of interest or bias, the moreso, the consultancy was being carried out during working hours.

48.29 After examining the views of the Board, the Bureau considers that the provision should be maintained and Management should ensure that issues of conflict of interest should not arise and the consultancy is conducted outside normal working hours.

Recommendation 8

48.30 We recommend that MOI staff be allowed to provide consultancy services and the net income therefrom should be shared between officers involved in the provision of research and consultancy services and the MOI in the ratio of 2:1.

Enhanced Pension Benefits to PhD holders of MOI

48.31 Further to requests made in the context of this Report regarding the grant of enhanced pension benefits to PhD holders, the Bureau has re-examined the whole issue. In the light of the findings of the study, we are revisiting the eligibility criteria, limiting it to officers who are effectively involved in research activities on a regular basis. We are, therefore, recommending accordingly.

Recommendation 9

48.32 We recommend that officers in a professional level or above, holding a PhD degree recognised by the Council and who are effectively engaged in research activities on a regular basis, should be eligible to four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months.

48. MAURITIUS OCEANOGRAPHY INSTITUTE

SALARY SCHEDULE

MOI 1	:	Rs 21150 Safety and Health Officer (Part-time) <i>formerly Health and Safety Officer (Part-Time)</i>
MOI 2	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 Handy Worker
MOI 3	:	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver/Office Attendant
MOI 4	:	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 - 31525 Laboratory Attendant
MOI 5	:	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 Front Desk Officer

48. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

MOI 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer/Higher Clerical Officer

MOI 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

MOI 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounts Clerk

Assistant Procurement and Supply Officer (New Grade)

MOI 9 : 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 - 37450 x 950 - 40300

Technical Assistant/Senior Technical Assistant

MOI 10 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

MOI 11 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Accounts Officer

Procurement and Supply Officer

MOI 12 : 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

MOI 13 : 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

Internal Control Officer/Senior Internal Control Officer

MOI 14 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer

48. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

- MOI 15 : 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**
Plant and Maintenance Officer (New Grade)
Technical Officer
- MOI 16 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Secretary
Public Relations Officer
- MOI 17 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Associate Research Scientist
Documentation Officer (Personal)
IT Officer
- MOI 18 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Accountant/Senior Accountant
- MOI 19 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Research Scientist
Systems Administrator
- MOI 20 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
IT Manager
- MOI 21 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Principal Research Scientist
- MOI 22 : Rs 91375 x 3125 - 100750**
Deputy Director (Future Holder)
- MOI 23 : Rs 100750**
Deputy Director (Personal)
- MOI 24 : Rs 128875**
Director



49. MAURITIUS QUALIFICATIONS AUTHORITY

- 49.1 The Mauritius Qualifications Authority (MQA) is a body corporate, established under Act No. 42 of 2001, as subsequently amended by the Education and Training (Miscellaneous Provisions) Act 2005, and Business Facilitation (Miscellaneous Provisions) Act 2019. It operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology.
- 49.2 It regulates training providers in the Technical Vocational Education and Training (TVET) sector in Mauritius with the core mandate to develop, implement and maintain the National Qualifications Framework (NQF) of Mauritius. It is also the responsible body for the evaluation of local and foreign qualifications (General Education, Vocational Education and Training and Tertiary) with a view to determine the level of comparability on the NQF. In this respect, the MQA develops and reviews national qualifications in different sectors of the economy in collaboration with industry stakeholders and ensures that these qualifications are internationally comparable.
- 49.3 In addition, to enhance access to valued NQF qualifications, mobility and progression of lifelong learners, the Authority has implemented the Recognition of Prior Learning (RPL) mechanism in key economic sectors. RPL is now an integral part of the National Human Resource Development policies as a means to formalise on the job training and learning. With the recent reforms of the education and training system and new developments in the field of training, the Authority is now called upon to re-engineer its system processes and procedures as well as engage in a new policy direction.
- 49.4 A Director is at the apex of the Authority and is responsible for the control and management of the day-to-day administration and for the execution of the policy of the Board. Further to the amendments brought in the Business Facilitation (Miscellaneous Provisions) Act 2019, the Director has been entrusted the legal responsibility to grant registration and accreditation of training institutions. The activities of the MQA are organised under five Divisions, namely, Corporate Services, Quality Assurance Services, Framework Services, Qualification Evaluation Services and Learner Attainment and Information Services.
- 49.5 In the context of this Report, the Union focused their proposals on an overall review of the structure, mainly in the form of creating additional levels and at the same time provide an avenue of promotion for the Accreditation Officers posted in other divisions; Senior Accreditation Officer; and IT Manager. The Union further requested, among others, for the restyling and upgrading of a few positions and provision of enhanced conditions of service to Technical Officers.
- 49.6 Management made several proposals, among which some were not approved by its Board. The other requests pertained to: upgrading of the salary of certain grades; creating additional levels; upgrading the qualifications requirement of a few positions; abolishing the grade of Clerk/Word Processing Operator/Receptionist; and granting enhanced travelling benefits to Accreditation Officers.

- 49.7 After examining the representations made by both the Union and Management, the Bureau considers that: request for creation of grades should be made on account of genuine functional needs; an increase in workload is not a justification for creating a higher level and same may best be addressed by increasing the establishment size of the grade concerned or in some cases, of the subordinate level; job appellations should be in consonance with the level of responsibilities and duties set for the grade; after taking into account the provisions made in the Business Facilitation (Miscellaneous Provisions) Act 2019, the Bureau holds that there is not enough strong justification for an upgrading in salaries; and a few issues relate to implementation, which should be dealt with administratively. For want of additional information, some proposals could not be considered.
- 49.8 We are, in this Report, reviewing the job title of the grade of Clerk/Word Processing Operator/Receptionist, whilst amending its qualifications requirement; reviewing the appellation of Deputy Director and Registrar; and advising Management to initiate action regarding the sponsoring of Higher Executive Officers to follow an award course.

Deputy Director
formerly Deputy Director and Registrar

- 49.9 During the consultative meeting, Management apprised that the Board has restyled the grade of Deputy Director and Registrar to Deputy Director, with the approval of the parent Ministry. Consequently, the duties devolving upon a Registrar have been incorporated in the scheme of service of the restyled grade of Deputy Director. Accordingly, the Bureau has been requested to review the appellation. In this regard, the attention of Management is being drawn to provisions made relating to restyling of grades in the Introductory Chapter of this Volume.

Recommendation 1

- 49.10 We recommend that the grade of Deputy Director and Registrar be restyled Deputy Director.**

Clerk/Word Processing Operator
formerly Clerk/Word Processing Operator/Receptionist

- 49.11 We have been informed that following the filling of the post of Receptionist/Telephone Operator, created in 2016 PRB Report, the Clerk/Word Processing Operator/Receptionist is no longer performing the duties of a Receptionist. In this respect, proposal has been made to restyle the grade as Clerk/Word Processing Operator.
- 49.12 Moreover, whilst examining the request, the Bureau noted that there was need to review the qualifications requirement of the restyled grade of Clerk/Word Processing Operator, in line with what obtains in the public sector. We are reflecting these two changes.

Recommendation 2

49.13 We recommend that:

- (i) **the grade of Clerk/Word Processing Operator/Receptionist be restyled Clerk/Word Processing Operator and its scheme of service be reviewed to reflect the duties of the restyled grade; and**
- (ii) **appointment to the restyled grade of Clerk/Word Processing Operator be made by selection from among candidates who possess:**
 - (a) **a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts;**
 - (b) **a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at General Certificate of Education "Advanced Level" or an equivalent qualification;**
 - (c) **a Certificate in Typewriting or Keyboarding with a speed of at least 25 words a minute from a recognised institution; and**
 - (d) **a Certificate in Word Processing or Data Processing from a recognised institution.**

Advanced Course for Higher Executive Officers

49.14 Both Management and Union made representation to create a grade of Office Management Executive as a promotional route for the Higher Executive Officers. In this respect, during the consultative meetings, the Bureau informed both parties that higher levels are not created for the mere sake of giving promotion to incumbents, but should be according to the functional needs of the organisation.

49.15 In addition, we apprised parties concerned that the possibility for Higher Executive Officers to move beyond the top salary exists as per the general recommendation providing for these officers to follow a course on Effective Office Management and Supervision and upon successful completion of same, be eligible for additional increments. In this regard, our attention was drawn to the fact that the MPSAIR, in collaboration with the Civil Service College, Mauritius, has not mounted any course in this field. Given that we have addressed this issue in this Report, we are providing for the Higher Executive Officers to be sponsored to follow the course.

Recommendation 3

49.16 We recommend that Management should consider the advisability of sponsoring the Higher Executive Officers to follow the Advanced Course in Effective Office Management and Supervision as per recommendations made in the Introductory Chapter of this Volume.

49. MAURITIUS QUALIFICATIONS AUTHORITY

SALARY SCHEDULE

**MQA 1 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant
Driver/Office Attendant (Ex-SMEDA) (Personal)

**MQA 2 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**MQA 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerical Officer
Clerk/Word Processing Operator
formerly Clerk/Word Processing Operator/Receptionist

**MQA 4 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**MQA 5 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk

**MQA 6 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

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

Higher Executive Officer
Human Resource Officer
Procurement and Supply Officer

**MQA 8 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**

ICT Technician
Information and Documentation Officer
Public Relations Officer

49. MAURITIUS QUALIFICATIONS AUTHORITY (Contd)

**MQA 9 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**

Accounting Technician

**MQA 10 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Legal Officer

**MQA 11 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Human Resource Management Officer
Internal Auditor

**MQA 12 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Accountant/Senior Accountant
Accreditation Officer
Administrative Officer

**MQA 13 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Systems Administrator

**MQA 14 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250
x 3125 - 94500**

Manager
Manager, Corporate Services

MQA 15 : Rs 94500 x 3125 - 103875

Deputy Director
formerly Deputy Director and Registrar

MQA 16 : Rs 119500

Director



50. MAURITIUS RENEWABLE ENERGY AGENCY

- 50.1 The Mauritius Renewable Energy Agency (MARENA), which has been established under the MARENA Act No 11 of 2015 as a body corporate, operates under the *aegis* of the Ministry of Energy and Public Utilities. It has been set up to oversee and promote the development of renewable energy in Mauritius.
- 50.2 Its mission is to ensure transition to a sustainable lifestyle through the country's energy demand being increasingly met by renewable energy to support sectoral developments in-keeping with international commitments. Its objectives are to, *inter alia*, promote the adoption and use of renewable energy with a view to achieving sustainable development goals; advise on possible uses of liquid natural gas; create an enabling environment for the development of renewable energy; and foster collaboration and networking at regional and international levels with institutions promoting renewable energy.
- 50.3 In accordance with Section 10 of the MARENA Act, the responsibility for the execution of the policy of the Board as well as the control and management of the day-to-day business of the Agency rest upon the Chief Executive Officer.
- 50.4 The organisation is managed by an Officer-in-Charge who is being assisted by the Research (Development) Officer, Administrative Officer, Finance Officer and other support staff who are all employed on contractual basis.
- 50.5 In the context of this Report, proposal has been submitted for the creation of an array of grades on the establishment of MARENA in the professional, technical and administrative fields, among others. The proposals were deeply examined and considering the stage of operations of the organisation, the Bureau is providing grades on the basis of functional needs.
- 50.6 To this effect, in order to enable the Agency to effectively deliver on its objectives and functions, we are providing for the grades of Renewable Energy Development Officer, Administrative Assistant, Clerk/Word Processing Operator, and Driver/Office Attendant.
- 50.7 However, should the need for other grades be felt at a later stage of development of the Agency, request for same may be considered, on an *ad hoc* basis, provided that established procedures are followed.

Renewable Energy Development Officer (New Grade)

Recommendation 1

- 50.8 We recommend the creation of a grade of Renewable Energy Development Officer. Appointment, thereto, should be made by selection from among candidates possessing a Degree and a Master's Degree in Physical Science or Engineering or Renewable/Sustainable Energy or an equivalent qualification acceptable to the Board and reckoning at least two years' post-qualification experience in energy/renewable energy sector or related areas.**

50.9 Incumbent would be required, *inter alia*, to: keep up-to-date with renewable energy policy developments and assist in the preparation of technical, policy and strategy papers; undertake surveys/studies and their management; write proposals and undertake needs analysis; search and retrieve information from various sources using a variety of qualitative and quantitative research methods; initiate, assist and conduct seminars/workshops; participate in the execution of strategic plans for the renewable energy; initiate, develop, conduct and lead sub-programmes/projects of the Agency; and prepare project requirements, objectives and reference terms and to assist with the monitoring of project deadlines.

Administrative Assistant (New Grade)

Recommendation 2

50.10 We recommend the creation of a grade of Administrative Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Administration or Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least two years' experience in administrative and office management activities.

50.11 Incumbent would be required, among others, to assist in the day-to-day management of the Agency; act as Secretary to the Board and Board Committee, as and when required; deal with matters pertaining to bids, provision of office accommodation including furniture and equipment and leasing of buildings/offices; assist in the formulation and implementation of administrative procedures and systems; and participate in the planning and launching of official functions and welfare activities, as and when required.

Clerk/Word Processing Operator (New Grade)

Recommendation 3

50.12 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics; 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 who are computer literate. Candidates should also have the ability in typewriting at a speed of at least 30 words per minute.

50.13 Incumbent would be required, *inter alia*, to prepare, scrutinise and process documents/cases; type and collate general office correspondence and documents according to competencies; maintain files, forms, reports and other materials; receive, sort and process mail and to prepare materials for mailing; photocopy reports and other documents and operate telefax and email services; carry out computer/data processing work; and update information in a computer system.

Driver/Office Attendant (New Grade)**Recommendation 4**

50.14 We recommend the creation of a grade of Driver/Office Attendant. Appointment thereto should be made by selection from among candidates who show proof of having sat for Cambridge School Certificate or an equivalent qualification acceptable to the Board and possessing a valid driving licence to drive cars, vans and minibuses.

50.15 Incumbent would be required, *inter alia*, to drive with proper care the vehicles of the Agency for the conveyance of staff, materials and equipment in connection with the activities of the organisation and perform escort related tasks as directed; carry out simple checks/ maintenance tasks; report any defect observed to the Officer-in-Charge and take vehicles to workshop for repair/ servicing as instructed by the latter; attend to minor repairs; keep a log book and record issue of fuel, movements, tyres and battery changes; perform messengerial duties such as running errands, dispatch of correspondence and distribution of files and documents, photocopying of documents, press cuttings, circulars and other papers; operate office equipment such as duplicating binding machine, photocopying machine, fax machine and telephone switchboard/PABX console, whenever required; and open and close offices and keep the premises clean at a good standard.

50. MAURITIUS RENEWABLE ENERGY AGENCY**SALARY SCHEDULE**

MAR 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant (New Grade)

MAR 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator (New Grade)

MAR 3 : 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

Administrative Assistant (New Grade)

MAR 4 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Renewable Energy Development Officer (New Grade)



51. MAURITIUS RESEARCH AND INNOVATION COUNCIL

- 51.1 The Mauritius Research and Innovation Council (MRIC) came into existence in September 2019 with the proclamation of the Mauritius Research and Innovation Council Act 2019. The new Act entailed the repeal of the Mauritius Research Council Act No. 10 of 1992 and empowers the organisation to re-orient its resources and expertise towards building innovative capacities within the public, private and social sectors through collaborative partnerships.
- 51.2 Its mandate is to promote and pioneer research for sustainable development to enhance the quality of life of the people of Mauritius. The main objects of the Council consist of promoting and coordinating applied research, innovation and research and development according to the needs of the country and improving the quality of life; fostering a research, innovation and entrepreneurship culture; encouraging the development and application of advances and innovative technology to meet the needs of industries; enhancing private sector participation in research and development and innovation; and promoting commercial utilisation of the results of research and development and innovation in national interest.
- 51.3 According to the new Act, the Executive Director is the Chief Executive Officer of the Council and is responsible for the execution of its policy and day-to-day business.
- 51.4 In the context of this Report, the Bureau did not receive any representation from the Union. However, a few requests were made on an individual basis from certain employees. These consisted in: the alignment of salary of the Project Monitoring Officer to what obtains for similar grades elsewhere; payment of an extra duty allowance for performing work related to ISO certification; and the payment of an allowance for Continuous Professional Development.
- 51.5 Management on its side submitted, among others, proposals with regard to the structure of the MRIC. These include: the revisiting of the schemes of service of certain key grades obtainable at the ex-Mauritius Research Council (ex-MRC), coupled with an eventual upgrading and restyling of job appellations; assigning the responsibility of Head MRIC, Rodrigues Branch to a Research Officer or Research Coordinator; creating various grades, such as, IT Manager; Finance Manager as well as Administration and HR Manager against the abolition of that of Head of Finance and Administration on the establishment of the ex-MRC; Senior Accounts Officer; and Assistant Procurement and Supply Officer. In addition, representations were made regarding a few general and specific conditions of service and the extension of the provisions regarding Continuous Professional Development to technical staff of the Mauritius Research and Innovative Council as well as the grant of a lump sum to staff engaged in research on a yearly basis.
- 51.6 In the light of the various requests made by the staff and Management, the Bureau found it pertinent to point out that in the context of a restructuring exercise whereby the Council is governed by a new Act with a reviewed mandate, Management should initiate prompt action for the integration of the employees of the ex-MRC in the MRIC.

In addition, the schemes of service of grades obtainable at the ex-MRC should be prescribed on an *ad hoc* basis, through established procedures, that is, through their parent Ministry and the MPSAIR. In the same vein, the proposals for restyling certain job appellations may be considered on an *ad hoc* basis, while framing the new schemes of service. Against this backdrop, we have made all the grades of the ex-MRC evanescent while providing for revised salaries to the grades concerned.

- 51.7 We additionally consider that: it is for Management to decide in which level, officers are more apt to assume the duties devolving upon the Head, MRIC of the Rodrigues Branch; general recommendations have been made with respect to conditions of service and same should be applied in a uniform manner across the public sector; and a few representations pertaining to implementation issues, should be dealt with by Management. Moreover, with a view to consolidating the new structure, we are, in this Report, creating the grades of Finance Manager, Administrative and HR Manager, IT Manager, Senior Accounts Officer and Assistant Procurement and Supply Officer, whilst providing for a few conditions of service specific to the MRIC.

Finance Manager (New Grade)

Administrative and HR Manager (New Grade)

- 51.8 Management requested for the creation of the grades of Finance Manager and Administrative and HR Manager against the abolition of that of Head of Finance and Administration under the ex-MRC, as there is need to separate the Administrative/Human Resource Department from the Finance Division in line with the fundamental principle of segregation of duties as dictated by good corporate governance practices. After examining the request, we are agreeable to create the grades of Finance Manager and Administrative and HR Manager, whilst abolishing that of Head of Finance and Administration obtainable at the ex-MRC.

Recommendation 1

- 51.9 We recommend the creation of a grade of Finance Manager. Appointment thereto should be made by selection from among serving officers of the MRIC who are qualified members of a professional accountancy body and are registered with the Mauritius Institute of Professional Accountants in accordance with section 51 of the Financial Reporting Act and reckon at least seven years' post-qualification experience at a middle management level in the field of Accountancy.**

- 51.10 Incumbent would, *inter alia*, be responsible to develop, operate and manage appropriate manual and computerised management accounting and business information systems and manage the Council's financial and accounting requirements including all statutory financial reporting, budgeting and management accounting reporting; and be required to, among others: ensure that the affairs of the Mauritius Research and Innovation Council are conducted in accordance with strict financial regulations and the Accounts and Audit Act; participate in the business management of the Council including strategic planning, cost control, time management and customer service; and manage the disbursement of funds for MRIC research projects.

Recommendation 2

- 51.11 **We recommend the creation of a grade of Administrative and HR Manager. Appointment thereto should be made by selection from among serving officers of the MRIC, possessing a Degree in Management or Administration or Human Resource Management and a Master's Degree in one of the relevant field or an equivalent qualification acceptable to the Council and reckoning at least five years' post degree experience in a managerial level in human resource and administrative duties.**
- 51.12 Incumbent would be required, among others, to: be responsible for the day-to-day management of the Administration and Human Resource Department of the MRIC; to serve as Secretary to the board or any sub-committee thereof and draft minutes and follow up actions and progress relating to decisions taken; establish, elaborate and implement administrative procedures for the efficient functioning of the Council, including internal and external communications; advise and ensure that all matters relating to human resources policies, practices and procedures are properly interpreted and consistently applied to carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of responsibilities; advise the Executive Director and the Board, as required; and to propose changes to existing administrative policies and/or procedures.

IT Manager (New Grade)

- 51.13 At present, the IT Department is being serviced by officers in the grades of Systems Administrator and IT Technician/Senior IT Technician under the establishment of the ex-MRC. In view of the enlarged mandate of the MRIC in driving innovation, Management informed that there is need for the IT Department to expand and respond to a diverse client base. In this context, request has been made for the creation of a grade of IT Manager. After consideration, we view that there is merit in the request. We are, therefore, recommending accordingly.

Recommendation 3

- 51.14 **We recommend the creation of a grade of IT Manager. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Computer Science or Computer Engineering or Information Systems or IT Software Engineering or any other equivalent qualifications requirement acceptable to the Council and reckoning at least five years' post degree experience in the field of IT with involvement in managing projects or in systems engineering (software and hardware).**
- 51.15 Incumbent would, *inter alia*, be required to: be responsible for planning, coordinating and implementing IT policies, strategies and processes in line with goals and objectives of the Council; advise management on the overall IT aspects, strategy and policy; develop, implement and maintain databases and applications for data and information management; identify emerging trends to ensure that IT systems are responsive and meet the ongoing needs of the organisation; and supervise and guide staff under his supervision.

Senior Accounts Officer (New Grade)

51.16 Management has requested for the creation of a grade of Senior Accounts Officer as there is a need for a dedicated grade at operational level to assist the Accountant in the discharge of her duties owing to an increase in the volume and complexity of operations. After studying the request, we consider same to be meritorious.

Recommendation 4

51.17 We recommend the creation of a grade of Senior Accounts Officer. Appointment thereto, should be made by selection from among serving officers of the MRIC who have passed the Applied Skills Examinations of the ACCA or an equivalent qualification acceptable to the Council and who reckon at least four years' experience in the field of Accountancy. In the absence of qualified candidates, appointment should be made by selection from among candidates who have passed the Applied Skills Examinations of the ACCA or an equivalent qualification acceptable to the Council and reckoning at least four years' experience in the field of accountancy.

51.18 Incumbent would be required, *inter alia*, to: assist the Accountant in the preparation of financial statements and budget estimates; examine the expenditure analysis/financial reports of research and development projects; keep the accounting and payroll system up to date and to perform a monthly back up of the system; maintain monthly bank reconciliations; assist the Accountant to attend audit queries; and supervise the work of subordinates.

Assistant Procurement and Supply Officer (New Grade)

51.19 Management has submitted that the workload in the Procurement and Supply Department has considerably increased owing to a rise in the number of activities/projects and events organised at the Council. In this respect, the Bureau has been requested to create a level whereby incumbent would provide support to the only Procurement and Supply Officer. We are agreeable to the request and recommending accordingly.

Recommendation 5

51.20 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment, thereto, should be as recommended in the Introductory Chapter of this Volume.

51.21 Incumbent would be required, among others to: perform procurement, supply and stock control operations and maintain updated records of transactions in compliance with the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate; assist in any assignment related to procurement, supply and stock control operations; operate e-procurement and inventory management systems; and prepare tender documents and launch quotation as well as assist in the proper up-keeping of equipment.

Specific Conditions

51.22 We are providing for the two specific conditions which existed at the former Mauritius Research Council, namely regarding the provision of consultancy services and enhanced pension benefits for PhD holders. We are equally introducing a new benefit to staff engaged in research relating to Continuous Professional Development.

Continuous Professional Development

51.23 The Bureau has been requested to extend in the MRIC a few benefits granted in certain organisations which are actively involved in research. After duly examining the proposal, we are agreeable to provide an incentive to professional staff who are involved in the field of research, with a view to enabling them to further develop/update their research skills and knowledge.

Recommendation 6

51.24 We recommend that professional staff involved in the field of research at the MRIC be:

- (i) paid an allowance of Rs 8400 annually which is cumulative over a maximum period of three years, to meet expenses towards their professional development on presentation of documentary evidence; and**
- (ii) granted special leave of 10 days annually, subject to exigencies of the service, to enable them to take advantage of professional development programmes either locally or abroad. The special leave may be combined with other types of leave whenever the number of days of leave required exceeds 10 days.**

Consultancy Services

Recommendation 7

51.25 We recommend that:

- (i) staff of the MRIC should be allowed to provide consultancy services; and**
- (ii) the income distribution ratio between officers involved in the consultancy and the Council should be 2:1.**

Enhanced Pension Benefits for PhD holders

51.26 Further to requests made in the context of this Report regarding the grant of enhanced pension benefits to PhD holders, the Bureau has re-examined the whole issue. In the light of the findings of the study, we are revisiting the eligibility criteria, limiting it to officers who are effectively involved in research activities on a regular basis. We are, therefore recommending in that direction.

Recommendation 8

51.27 We recommend that officers in a professional level or above, holding a PhD degree recognised by the Council and who are effectively engaged in research activities on a regular basis, should be eligible to four pensionable months of

service for every three years of post-doctoral effective service, subject to a maximum of 40 months.

51. MAURITIUS RESEARCH AND INNOVATION COUNCIL
SALARY SCHEDULE

MRIC 1 : 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 (New Grade)

MRIC 2 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250

Senior Accounts Officer (New Grade)

MRIC 3 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Administrative and HR Manager (New Grade)

IT Manager (New Grade)

MRIC 4 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Finance Manager (New Grade)

EX-MAURITIUS RESEARCH COUNCIL

MRC 1 : Rs 21150

Safety and Health Officer (Part-Time) (Personal)

MRC 2 : 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

Office Attendant (Personal)

MRC 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver (Personal)

Driver/Office Attendant (Personal)

MRC 4 : 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

Technician/Driver (Personal)

EX-MAURITIUS RESEARCH COUNCIL (Contd)

- MRC 5 : 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**
Receptionist/Word Processing Operator (Personal)
- MRC 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator (Personal)
- MRC 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer (Personal)
- MRC 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Research Support Officer (Personal)
- MRC 9 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary (Personal)
- MRC 10 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Officer (Personal)
Procurement and Supply Officer (Personal)
- MRC 11 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Office Management Assistant (Personal)
- MRC 12 : 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 - 54200**
IT Technician/Senior IT Technician (Personal)
- MRC 13 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Officer (Personal)
Public Relations and Communication Officer (Personal)
Research Assistant (Personal)
Statistician (Personal)

EX-MAURITIUS RESEARCH COUNCIL (Contd)

MRC 14 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Accountant (Personal)
Project Monitoring Officer (Personal)
Resource Officer (Personal)

MRC 15 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Research Officer (Personal)
Systems Administrator (Personal)

MRC 16 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Business Services Manager (Personal)
Research Officer (Personal to officers in post as at 06.05.19)

MRC 17 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625

Research Coordinator (Personal)

MRC 18 : Rs 110125

Programme Director (Personal)

MRC 19 : Rs 163250

Executive Director (Personal to holder in post as at 31.12.15)



52. MAURITIUS SOCIETY OF AUTHORS

- 52.1 The Mauritius Society of Authors (MASA) was established under the provision of the Copyright Act 1986. Subsequently, it was replaced by the Rights Management Society in the Copyright Act 2014 with enlarged set of activities. The appellation of the organisation has been further amended and reverted to the former one, that is, MASA which has replaced the Rights Management Society as provided in the Copyright (Amendment) Act 2017. One of the main objectives of the Society is to represent and defend the interests of its members in Mauritius and abroad.
- 52.2 As provided in its Act, the day-to-day administration of the Society is vested in the Director. He is assisted by a complement of staff belonging to the professional, technical, general services and manual grades.
- 52.3 Representations from the staff side mainly pertain to re-engineering the organisational structure, review of scheme of service, alignment/upgrading of salaries, restyling of grades and creation of additional levels. For those requests which, for technical reasons, could not be acceded to, ample explanations were provided to the union members.
- 52.4 The Bureau was apprised by the Union of certain pertinent issues on the functioning of the MASA for example, a few positions have remained vacant since their creation; almost all the grades on the establishment of MASA have no prescribed schemes of service; and there is lack of rotation of staff within the different Units. All these issues were raised with Management and the Bureau pointed out that it is imperative that each grade in the Public Sector should have a prescribed scheme of service since it is a legal document. Management was also informed that it did not respond to the Bureau's Circular Letter No. M1 (a) issued in May 2018 which aims at collecting fresh and relevant data.
- 52.5 Additionally, Union members requested for the creation of the grade of Senior Officer/Lead Licensing Officer as awarded by the Employment Relations Tribunal. In the case of Arthur v/s Rights Management Society, now MASA, the Tribunal has awarded that **"the Board of the Rights Management Society, now MASA, can recommend the creation of the post of Senior Officer/Lead Licensing Officer to the Bureau"**. However, no proposal was made by Management on this issue in the context of this review exercise.
- 52.6 In line with the proposals made by the union members and after careful analysis of the current operation of MASA, the Bureau considers that vacant posts should be filled to enable the smooth functioning of the Society. Furthermore, the Bureau is in favour of rotation of staff and stresses on the issue of schemes of service which should be regularised at the earliest.

Recommendation 1

52.7 We recommend that Management should, as far as possible and in a spirit of equity to all employees, ensure regular rotation of officers of the General Services in the different Units to allow polyvalency.

52.8 We also recommend that Management should, in consultation with the relevant stakeholders and in line with the 'Handbook for the Drafting of Schemes of Service in the Public Sector', design schemes of service for all the grades on the establishment of the MASA and submit same, at the earliest, to the Ministry of Public Service, Administrative and Institutional Reforms, through the proper channel, for prescription.

**52. MAURITIUS SOCIETY OF AUTHORS
SALARY SCHEDULE**

MASA 1 : 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

Office Attendant

MASA 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Office Attendant

MASA 3 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephonist

MASA 4 : 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 - 36550

Licensing Officer (Personal)

MASA 5 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer (MASA)
formerly Management Support Officer (RMS)

MASA 6 : 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 - 40300

Senior Officer (MASA)
formerly Senior Officer (RMS)

52. MAURITIUS SOCIETY OF AUTHORS (Contd)

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

Financial Operations Officer
formerly Financial Officer
Membership and Repertoire Officer

**MASA 8 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Accountant

MASA 9 : Rs 103875

Director



53. MAURITIUS SPORTS COUNCIL

- 53.1 In accordance with the Sports Act No. 28 of 2013, the Mauritius Sports Council (MSC) is a body corporate operating under the *aegis* of the Ministry of Youth Empowerment, Sports and Recreation. Its roles are, *inter alia*, to: promote and improve the practice of sports among the public at large in collaboration with sports governing bodies; manage State-Owned sports infrastructure; and provide financial assistance to National Sports Federations recognised by the Ministry.
- 53.2 Its activities are organised under two departments namely, Facilities Mauritius which oversees all sports facilities/infrastructures (football grounds, swimming pools, gymnasium and others); and Active Mauritius which deals with the organisation and implementation of sport and physical activity programs.
- 53.3 At present, a Sports Officer from the parent Ministry has been designated as Managing Secretary against payment of an allowance. He is responsible for the control and management of the day-to-day business of the MSC and is assisted by officers of the General Services and supporting staff.
- 53.4 For this review exercise, the submissions of the staff side pertain, among others, to the review of: the conditions for working at staggered hours for manual workers; and the duties of certain grades. During consultation, Management informed that the Board of the MSC has appointed officers in various grades on a Permanent and Pensionable Establishment to serve the Council and a request was, therefore, made to include these grades in the forthcoming Report.
- 53.5 We have examined all the above proposals and also sought Management's views on pertinent issues raised by Union. On the issue of the conditions for working at staggered hours, Management apprised that a pattern of work has been established since three years which is serving its purpose. As regards the creation of additional levels, Management was advised to submit its request for salary grading to the Bureau through the established procedures. The existing organisational structure is adequate to enable the MSC dispatch its activities.

Handy Worker

- 53.6 It has been submitted that as there is no scheme of service for the grade of Handy Worker, incumbents are required to perform a multitude of tasks, including those pertaining to grades requiring a trade test. A request has, therefore, been made to list all the duties devolving upon incumbents in the grade of Handy Worker. The Bureau considers that there should be a clear demarcation of duties for every grade and is recommending accordingly.

Recommendation 1

- 53.7 We recommend that Management should make the necessary arrangement to prescribe the scheme of service for the grade of Handy Worker along similar lines with what obtains in the Civil Service.**

53.8 We further recommend that incumbents in the grade of Handy Worker should not be required to perform tasks pertaining to a grade requiring a trade test.

**53. MAURITIUS SPORTS COUNCIL
SALARY SCHEDULE**

MSC 1 : 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

MSC 2 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver

MSC 3 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Field Supervisor

MSC 4 : 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

Plumber and Pipe Fitter

MSC 5 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875

Receptionist/Telephone Operator

MSC 6 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator



54. MAURITIUS STANDARDS BUREAU

- 54.1 The Mauritius Standards Bureau (MSB), a parastatal body set up under the Mauritius Standards Bureau Act of 1993 and operating under the *aegis* of the Ministry of Industrial Development, SMEs and Cooperatives, is the National Standards Body for the Republic of Mauritius. It is mandated to promote and provide market relevant standards, metrology and internationally recognised conformity assessment services for the Government, business community and society at large. As custodian of National Measurement Standards, the MSB maintains the primary measurement standards in Mauritius to ensure their traceability with the International Systems of Units.
- 54.2 Its main activities are carried out through five technical units, namely Standards Development Unit, Quality Assurance Unit, Metrology Unit, Engineering Unit and Chemical Unit. At the support level, the MSB comprises among others: the Finance Division, the Administration Division, the Business Development Division as well as a Documentation and Information Centre.
- 54.3 A Director is at the helm of the organisation who is supported by a Deputy Director and assisted by officers in the professional, technical and General Services grades.
- 54.4 In the context of this Report, both Union and Management have submitted requests for the creation of grades in the Human Resource and Procurement and Supply Cadres; reinstatement of the grade of Internal Auditor; and merging/restyling of grades at the upper echelon of the Finance Section as well as in the Technical Cadre. Representations were also made for the grant of duty remission for the purchase of a car for several grades. During meeting, appropriate clarifications were provided to stakeholders on the general policy of the Bureau for the creation, and restyling/merging of grades.
- 54.5 After examining all the proposals, the Bureau considers that the present organisation structure is adequate to enable the MSB to deliver on its mandate. Nevertheless, the Bureau is providing for the grade of Maintenance Officer on a full-time basis in an attempt to enhance service delivery and to meet the needs and expectations of all stakeholders. Further, the request to reinstate the grade of Internal Auditor could not be acceded to for technical reasons.

Maintenance Officer (New Grade)

- 54.6 In the previous Report, provision was made for the creation of a grade of Maintenance Officer on a part-time basis to lead the Maintenance Section. Due to the expansion of activities and increase in the workload of the Maintenance Section, Management has requested that the grade of Maintenance Officer (Part-Time) be reckoned as a full-fledged officer.

54.7 The Bureau, whilst concurring to the proposal of Management, is creating the grade of Maintenance Officer on a full-time basis. As the services of the existing grade of Maintenance Officer (Part-Time) would no longer be required, it is being made evanescent.

Recommendation 1

54.8 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in civil/maintenance work.

54.9 Incumbent would, among others, be leading the Maintenance Section and be responsible for the execution and supervision of Civil, Mechanical and Electrical Engineering works; the maintenance and repairs of plant, furniture and equipment (Laboratory and Office); supervision and control of maintenance staff; preparing detailed specifications and cost estimates for work to be contracted out; responding to emergency calls pertaining to maintenance; ensuring all Safety and Health matters are given priority; and maintaining a safe and healthy working environment in compliance with regulations and legislations.

54.10 We further recommend that the grade of Maintenance Officer (Part-Time) be made evanescent and abolished on vacancy. A personal salary has been provided to incumbent.

Procurement and Supply Section

54.11 The Procurement and Supply Section is manned by a Stores and Utilities Superintendent who is responsible for both procurement and supply activities as well as for maintenance.

54.12 During consultative meeting, the Bureau was apprised by Management that the National Audit Office and the Independent Commission Against Corruption have pointed out that these two activities should be segregated for the purpose of good governance and transparency. Consequently, Management explained that the grade of Stores and Utilities Superintendent no longer serves the functional needs of the organisation and as such, requested for the creation of the grade of Procurement and Supply Officer against abolition of the former.

54.13 The Bureau has examined the issue and considers that Management may, subject to operational needs, proceed with the creation of the grade of Procurement and Supply Officer on an *ad hoc* basis through established procedures, upon abolition of the grade of Stores and Utilities Superintendent. We are making appropriate recommendation to that effect.

Recommendation 2

54.14 We recommend that the grade of Stores and Utilities Superintendent be made evanescent and abolished on vacancy. A personal salary has been provided to incumbent.

Human Resource Officer/Senior Human Resource Officer

54.15 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Incremental Credit

54.16 Presently, it is mandatory for Managers to possess the Level II of Non-Destructive Testing and upon completion of the aforementioned course from South Africa, they are granted incremental credit. This provision is still valid.

Recommendation 3

54.17 **We recommend that Managers should be granted one incremental credit at the salary point reached in their respective salary scale on completing the course up to Level II of the Non-Destructive Testing.**

**54. MAURITIUS STANDARDS BUREAU
SALARY SCHEDULE**

MSB 1	:	Rs 21150 Maintenance Officer (Part-Time) (Personal) Safety and Health Officer (Part-Time)
MSB 2	:	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 Handy Worker
MSB 3	:	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 Attendant (Personal to employees in post as at 30.06.08)
MSB 4	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 Driver/Office Attendant
MSB 5	:	Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875 Receptionist/Telephonist

54. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 6 : 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 – 34000**
Technical Assistant
- MSB 7 : 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**
Technical Assistant (Personal to officers in post as at 30.06.03)
Word Processing Operator (Personal to officers in post as at 30.06.08)
- MSB 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
Standards Information Clerk
- MSB 9 : 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**
Computer Support Officer
- MSB 10 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- MSB 11 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
Stores Officer (Personal)
- MSB 12 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- MSB 13 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- MSB 14 : 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

54. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 15** : **Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer
- MSB 16** : **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**
Assistant Business Development Officer
Maintenance Officer (New Grade)
Standards Information Officer
- MSB 17** : **Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Internal Auditor (Personal to holder in post as at 31.12.15)
- MSB 18** : **Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600**
Stores and Utilities Superintendent (Personal)
- MSB 19** : **Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Secretary
Business Development Officer
Business Development Officer (Ex-SMEDA) (Personal)
- MSB 20** : **Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Quality Officer
- MSB 21** : **Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Financial Manager
- MSB 22** : **Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
IT Officer/Systems Administrator
- MSB 23** : **Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
Manager
Standards Information Manager

54. MAURITIUS STANDARDS BUREAU (Contd)

MSB 24 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Head of Unit

MSB 25 : Rs 94500 x 3125 – 103875

Deputy Director

MSB 26 : Rs 119500

Director



55. MAURITIUS TAMIL CULTURAL CENTRE TRUST

- 55.1 As a body corporate, the Mauritius Tamil Cultural Centre Trust (MTCCT) operates under the *aegis* of the Ministry of Arts and Cultural Heritage with the aim of preserving the cultural identity and heritage through the promotion of access to Tamil culture.
- 55.2 In line with its mission, the MTCCT provides courses in Tamil language via the internet in collaboration with the Tamil Virtual University from India. It also dispenses courses in Indian classical music and vocal carnatic to the general public on a part-time basis at its seat and also at some local outstations.
- 55.3 The MTCCT enlists the services of employees, either on contract or on part-time basis, to operate the different regional centres of the Trust. The present staff of the Trust comprises officers in the grades of Administrative and Events Officer, Instructor/Performing Artist and officers from the support services.
- 55.4 Representations have been received pertaining to the creation of two additional grades, namely Senior Instructor/Performing Artist and Junior Instructor/Performing Artist on the establishment of the MTCCT. Justifications provided in support to the requests have shown that the issue concerns workload which is normally addressed by the filling of an adequate number of posts and the MTCCT was advised accordingly.
- 55.5 Hence, as the present organisational set up is appropriate, we are maintaining same.

55. MAURITIUS TAMIL CULTURAL CENTRE TRUST

SALARY SCHEDULE

- MTCCT 1 : Rs 11575 x 200 – 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475**
Cleaner
- MTCCT 2 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- MTCCT 3 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- MTCCT 4 : 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 – 37450 x 950 – 42200 x 1300 – 43500**
Instructor/Performing Artist

55. MAURITIUS TAMIL CULTURAL CENTRE TRUST (Contd)

MTCCT 5 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative and Events Officer



56. MAURITIUS TELUGU CULTURAL CENTRE TRUST

- 56.1 The Mauritius Telugu Cultural Centre Trust (MTeCCT) operates as a body corporate under the purview of the Ministry of Arts and Cultural Heritage. The main objectives of the Trust are to preserve and promote Telugu art and culture; collect, publish and disseminate related information; and to promote the study of Telugu.
- 56.2 Activities of the MTeCCT include, among others, organising lectures, seminars, training, workshops, exhibitions and any other activities leading to a better understanding of Telugu arts and culture, and creating facilities for documentation and research on Telugu arts and culture.
- 56.3 The MTeCCT is managed by a Board of Trustees while statutorily the responsibility for the execution of the policy of the Board and the control and management of the day-to-day business of the Trust devolves on the Director. However, in view of the present staffing complement, officers of the Ministry of Arts and Cultural Heritage are handling the administrative functions along with the financial management of the Trust.
- 56.4 In the context of the present review exercise, the MTeCCT made certain requests which the Bureau could not be acceded to. Appropriate justifications were provided to support our stand. For instance, the request to restyle the grade of Clerk/Word Processing Operator (Clerk/WPO) to Management Support Officer (MSO) has not been considered as MSO is a promotion for the grade of Clerk/WPO.
- 56.5 Taking into consideration the scope of activities, we consider that the present organisational set up is adequate to enable the MTeCCT to deliver effectively and efficiently on its mandate.

56. MAURITIUS TELUGU CULTURAL CENTRE TRUST

SALARY SCHEDULE

MTeCCT 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant

MTeCCT 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator

MTeCCT 3 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Secretary



57. MAURITIUS TOURISM PROMOTION AUTHORITY

- 57.1 The Mauritius Tourism Promotion Authority (MTPA) is mandated to promote Mauritius abroad as a tourist destination as well as organise, in collaboration with the local tourist industry, promotional campaigns and activities in Mauritius and abroad.
- 57.2 Besides these core functions, the MTPA also provides information to tourists on facilities, infrastructure and services available to them in Mauritius; conducts research into market trends and market opportunities and disseminates such information and other relevant statistical data on Mauritius.
- 57.3 Its activities are organised under various units namely Administration, Finance, Internal Auditing, Marketing, Promotion and Customer Service. A Director is responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Authority. She is supported in her tasks by an array of staff belonging to professional, technical and General Services grades.
- 57.4 In our last Report, we created the grades of Marketing Services Manager, Digital Marketing Manager, Digital Marketing Officer and Events Officer; restyled and amended the qualification requirement of the grade of Digital Marketing Executive as well as made evanescent those grades which, as per Management's averment, were no longer required.
- 57.5 For this review, proposals from the staff side pertained to the creation of six additional levels, upgrading of existing positions and reinstatement of the grades of Deputy Director and Financial Analyst which are currently evanescent. Management, on its part, has requested for the creation of six levels including those proposed by the Union; restyling the grade of Administrative Secretary; reinstatement of the grades of Deputy Director and Web Officer; upgrading of salaries of certain grades and amendments to be brought to the schemes of service of a few grades.
- 57.6 We have thoroughly examined each of the above submissions and have taken full account of the views expressed by the different parties during the consultative meetings. Wherever it has not been technically possible to accede to the requests made, the parties concerned have been so apprised and provided with the necessary explanations. We have also, in the course of this review exercise, given due consideration to all representations made for upgrading of salaries while conducting our job evaluation exercise.
- 57.7 To enable the MTPA to better meet its goals, we are in this Report, consolidating the existing structure through the creation of a few levels; restyling some positions to more appropriate appellations; restoring a few key grades and bringing amendments to certain schemes of service.

Deputy Director (New Grade)

- 57.8 Subsequent to a request from the then Management, the grade of Deputy Director was made evanescent in our last Report as it was averred that this position would no

longer be required. In the course of this review, emphasis was laid on the fact that since the Director is often on overseas missions for promotional activities, there is need for someone to ensure the smooth running of the organisation in the latter's absence. In this perspective, both Management and the staff side have made a request for the grade of Deputy Director to be restored.

- 57.9 On the basis of the exigencies of the MTPA and with a view not to hamper the smooth functioning at top management level, we endorse the proposal made to maintain the said grade. However, the grade cannot be reinstated as requested for technical reasons. We are, therefore, providing for an alternate measure to address the situation.

Recommendation 1

- 57.10 We recommend the creation of a grade of Deputy Director. Appointment thereto should be made by selection from among candidates possessing a Master's Degree with specialisation in Tourism or Marketing or an equivalent qualification acceptable to the Board and reckoning at least eight years' post qualification experience at senior management level in the public/private sector.**

- 57.11 Incumbent in the grade would be required, *inter alia*, to: deputise for the Director as and when required; assist the Director in the execution of the policy of the Board and for the control and management of the day-to-day business of the Authority; formulate marketing and promotion policies and strategies; prepare strategic plans and reports; implement project planning and reporting processes; and monitor the administrative, staffing and financial matters of the Authority.

Graphic Designer (New Grade)

- 57.12 The MTPA is presently having recourse to the employment of a Graphic Designer on contract to create designs, logos layout for magazines, newsletters, newspapers, brochures, layout for websites and digital newspapers, promotional displays such as signs, banners for events, projects and carry out photo shooting during events organised or sponsored by the Authority. It has also been averred that the extent of graphics related tasks has considerably increased. Consequently, the need is now strongly felt for a grade to perform these duties on a full-time basis and to provide support to the various departments. Since it is considered that the mode of employment of the Graphic Designer is not cost effective, it is believed that an established post would most probably meet its requirements. Hence, the request of the MTPA for the provision of a dedicated grade as described above is being favourably considered by the Bureau.

Recommendation 2

- 57.13 We recommend the creation of a grade of Graphic Designer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Graphic Design or an equivalent qualification acceptable to the Board and reckoning at least three years' post qualification experience in Graphic Design.**

57.14 Incumbent in the grade would, *inter alia*, be required to: create designs, concepts and sample layouts for logos, magazines, newsletters, newspapers, brochures and other print materials as well as websites; create promotional displays including signs, banners and signage system for public events projects; develop design briefs; prepare illustrations of materials; use digital camera/equipment for photo shooting of events organised; and maintain a database of all design concepts and photoshoots made.

Public Relations Officer (New Grade)

57.15 Both Management and the Union have requested for the creation of a grade of Communication Officer to manage the internal and external communication of the MTPA. In view of the functions of the Authority as well as the growing importance of social media and other communication platforms, the Bureau is agreeable for the creation of a dedicated grade to manage the MTPA's internal and external communication. However, we consider that at this stage a grade of Public Relations Officer at operational level, would be more appropriate for the organisation than a grade at degree level and we are recommending accordingly.

Recommendation 3

57.16 We recommend the creation of a grade of Public Relations Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Communication or Journalism or Public Relations or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in the field of communication.

57.17 Incumbent would be required, amongst others, to: plan, implement and evaluate communication strategies; manage all internal and external communications; prepare news/press releases; organise press conference, seminars and local workshops; prepare official speech as directed; deal with media for all press release; plan content and write/edit copy for publications such as marketing reports, brochures, annual report and newsletters; write content for websites; devise communication strategies to deal with problems relating to tourism matters; and monitor and maintain a database of all press coverage related to tourism.

Digital Marketing Manager

57.18 Appointment to the grade of Digital Marketing Manager is presently made from two streams, that is, from candidates possessing a Master's Degree in Computer Science and reckoning at least 10 years' experience in the field of E-business and from among officers in the grade of Digital Marketing Executive reckoning at least five years' service in a substantive capacity in that grade. The MTPA has proposed that the grade be filled solely from open competition and that the academic qualifications be enlarged to include a Master's Degree in E-Marketing or Digital Marketing while lowering the length of experience required from 10 years to five years' post qualification experience.

57.19 However, the lowering of the length of experience required would have salary implications. In addition, the career path of serving officers would be affected, which

the Bureau does not condone. In the circumstances, this aspect of the proposal has not been retained. Considering the fields of E-Marketing and Digital Marketing to be relevant for the job, we are making appropriate recommendation to that effect.

Recommendation 4

57.20 We recommend that the grade of Digital Marketing Manager should, in future, be filled by selection from among candidates possessing a Master's Degree in Computer Science or E-Marketing or Digital Marketing or an equivalent qualification acceptable to the Board and reckoning at least 10 years' experience in the field of E-business and from among officers in the grade of Digital Marketing Executive reckoning at least five years' service in a substantive capacity in that grade.

Digital Marketing Officer

57.21 Given that the grade of Digital Marketing Officer falls within the same hierarchy as the Digital Marketing Manager, the qualifications requirement for the grade of Digital Marketing Officer, which requires the same field of study, is also being enlarged.

Recommendation 5

57.22 We recommend that the grade of Digital Marketing Officer should, in future, be filled by selection from among candidates possessing:

- (i) a Degree in Computer Science or E-Marketing or Digital Marketing and reckoning at least five years' experience in the field of E-business OR**
- (ii) a Master's Degree in Computer Science or E-Marketing or Digital Marketing or an equivalent qualification acceptable to the Board and reckoning at least two years' post qualification experience in the field of E-business.**

Marketing Services Manager

57.23 The grade of Marketing Services Manager was created in our last Report to be filled from candidates possessing a Master's Degree in Marketing and reckoning at least 10 years' post qualification experience in the tourism industry.

57.24 Management has averred that it has been unable to fill the grade thus far as candidates who applied for the post either did not meet the prescribed qualification or lacked the required length of experience. A request has, consequently, been made for the qualifications requirement to be reviewed so that the grade be, henceforth, filled from candidates possessing a Degree in Marketing or Business Administration with Marketing and reckoning at least six years' post qualification experience in Marketing or Advertising or Public Relations or from candidates possessing a Master's Degree in Marketing or Business Administration with Marketing together with at least three years' experience in Marketing or Advertising or Public Relations.

57.25 As the amendments proposed would have an incidence on the salary, we could not agree to same. However, to ease the recruitment process, we are enlarging the academic qualifications and lowering the experience required to a reasonable level.

Recommendation 6

57.26 We recommend that the grade of Marketing Services Manager should, in future, be filled by selection from among candidates possessing a Master's Degree in Marketing or Business Administration with Marketing or an equivalent qualification acceptable to the Board together with at least eight years' post qualification experience in Marketing or Advertising.

Tourism Promotion Manager

Tourism Promotion Officer

57.27 Presently, both the grades of Tourism Promotion Manager and Tourism Promotion Officer require a Degree in the field of Tourism with relevant years and levels of experience. Management has requested that the field be enlarged and the level at which the experience is required for the Tourism Promotion Manager be reviewed so as to attract a larger pool of candidates as no suitable candidates were found during the last recruitment exercises conducted by the Authority.

57.28 Since the lowering of the level of experience required for the Tourism Promotion Manager would affect its salary grading, we could not agree to it. Nevertheless, we are enlarging the qualifications requirement of both grades as proposed by Management given that the suggested fields are in consonance with the set of duties to be performed. With a view to facilitating recruitment to these grades, we are, therefore, recommending accordingly.

Recommendation 7

57.29 We recommend that:

- (a) the grade of Tourism Promotion Manager should, in future, be filled by selection from among candidates possessing:**
 - (i) a Degree in Tourism or Marketing or Business Administration with Marketing from a recognised institution or an equivalent qualification acceptable to the Board together with at least eight years' post qualification experience at Middle Management level in the tourism sector including at least two years' experience at international level OR**
 - (ii) a Master's Degree in Tourism or Marketing or Business Administration with Marketing together with at least five years' post qualification experience at Middle Management level in the tourism sector including at least two years' experience at international level.**

- (b) **the grade of Tourism Promotion Officer should, in future, be filled by selection from among candidates possessing:**
- (i) **a Degree in Tourism or Marketing or Business Administration with Marketing from a recognised institution or an equivalent qualification acceptable to the Board together with at least five years' post qualification experience in the tourism sector OR**
 - (ii) **a Master's Degree in Tourism or Marketing or Business Administration with Marketing from a recognised institution together with at least two years' experience in the tourism sector.**

Tourism Information Officer

Assistant Tourism Information Officer

57.30 There exists on the establishment of the MTPA, the grades of Tourism Information Officer (TIO) and Assistant Tourism Information Officer (ATIO). Management has requested that the grade of ATIO, which is presently vacant, be abolished.

57.31 We have perused the schemes of service of both grades and noted that the duties prescribed overlap to a large extent while the qualifications requirement differ. The TIO requires a Cambridge Higher School Certificate compared to a Cambridge School Certificate for the ATIO. While we are agreeable for the abolition of the grade of ATIO, we consider that the qualifications requirement of the grade of TIO should be reviewed to ensure that future incumbents are well equipped to deliver effectively and efficiently. To this end, we have sought the views of Management and we are consequently bringing the required amendments.

Recommendation 8

57.32 We recommend that:

- (i) **henceforth, the grade of Tourism Information Officer should be filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language and French; a Cambridge Higher School Certificate with at least two subjects at Principal Level and a Certificate in Tourist Guiding from a recognised institution or an equivalent qualification acceptable to the Board; and**
- (ii) **the grade of Assistant Tourism Information Officer be abolished.**

IT Officer

formerly Information Technology and Research Officer

57.33 Both Management and the Union have requested for the creation of a grade of IT Officer against the abolition of the existing grade of Information Technology and Research Officer, which is at present vacant. In justification for the request, they have affirmed that the duties pertaining to research are being carried out by incumbents in other grades.

57.34 A close examination of the prescribed scheme of service of the grade of Information Technology and Research Officer has revealed that it does not contain any research related duty. In the circumstances, we consider that the job title is a misnomer and needs to be addressed through the restyling of the present grade rather than through the creation of a new one. We are recommending accordingly.

Recommendation 9

57.35 We recommend that the grade of Information Technology and Research Officer be restyled IT Officer.

Internal Auditor/Senior Internal Auditor formerly Internal Auditor

57.36 Arguments have been put forward by the staff side for the grade of Internal Auditor to be restyled and upgraded into Internal Auditor/Senior Internal Auditor. These concern the level of duties being carried out by the incumbent, the complexity thereof and the volume. We have examined the request and in the course of our assessment, found that there are increased responsibilities devolving upon the incumbent coupled with more complexity. Hence, we consider that the necessary criteria have been met so as to warrant a favourable consideration. We are, therefore, making an appropriate recommendation in that direction.

Recommendation 10

57.37 We recommend that the grade of Internal Auditor be restyled Internal Auditor/Senior Internal Auditor. This element has been considered in arriving at the recommended salary of the grade.

Assistant Procurement and Supply Officer formerly Procurement/Documentation Officer

57.38 The Bureau has noted that the job title of the grade of Procurement/Documentation Officer is not in consonance with the prescribed duties and qualifications requirement of the post and it differs from what obtains for comparable levels in other public sector organisations. We are, therefore, addressing this incongruity by restyling the grade to a more appropriate appellation.

Recommendation 11

57.39 We recommend that the grade of Procurement/Documentation Officer be restyled Assistant Procurement and Supply Officer.

Web Officer (Personal)

57.40 The grade of Web Officer was made evanescent in our last Report subsequent to a request of the then Management. We have, for this review received representations for the restoration of the grade based on the ground that the tourism sector is a very dynamic one as a result of which there is constant need to maintain the MTPA's websites, related mobile applications and web security and protection. We consider the justifications submitted to be valid and are recommending accordingly.

Recommendation 12

57.41 We recommend that the grade of Web Officer be reinstated.

Driver

Driver (Roster – day and night)

Driver/Guide

57.42 In examining the existing structure of the MTPA, it has been observed that driving duties befall a multiplicity of grades namely Driver, Driver/Office Attendant, Driver (Roster – day and night) and Driver/Guide. In line with our philosophy of advocating leaner structures, that is, doing away with superfluous levels, we are, with the concurrence of Management, making certain changes which will enhance efficiency. Hence, we are making the grades of Driver and Driver (Roster – day and night) evanescent and abolishing the grade of Driver/Guide which is, at present, unfilled.

Recommendation 13

57.43 We recommend that the grades of Driver and Driver (Roster – day and night) be made evanescent and the grade of Driver/Guide be abolished.

Human Resource Officer/Senior Human Resource Officer

57.44 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Flexibility for determination of salary package

57.45 Tourism is an important pillar of our economy and, therefore, the employment of high calibre professionals in that sector is a *sine qua non* to be able to keep pace with the industry which is a dynamic one. The MTPA had highlighted the difficulties it was encountering to recruit and retain these people. Consequently, with a view to facilitating the recruitment process, the MTPA was given the leeway to determine the salary package of such incumbents within certain parameters. Given that the need of those professionals is still being felt, it is considered essential to maintain the arrangement.

Recommendation 14

57.46 We recommend that, in case of difficulty of recruitment and retention of high calibre professionals in certain specific grades, incumbents may be granted a remuneration package comprising a negotiable salary in the salary range of respective level, along with an allowance in consideration of the following:

- (i) **skills and competencies;**
- (ii) **international experience/exposure in the specific field;**
- (iii) **proven track record (locally and at international level); and**
- (iv) **alternative modes of recruitment.**

57. MAURITIUS TOURISM PROMOTION AUTHORITY

SALARY SCHEDULE

MTPA 1 : 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

Office Attendant

MTPA 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver (Personal)

Driver/Office Attendant

MTPA 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225

Senior/Head Office Attendant

MTPA 4 : 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 - 29050

Driver (Roster - day and night) (Personal)

MTPA 5 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephonist

MTPA 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer/Higher Clerical Officer

MTPA 7 : 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

Tourism Information Officer

MTPA 8 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

MTPA 9 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounts Clerk

Assistant Procurement and Supply Officer

formerly Procurement/Documentation Officer

57. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)

**MTPA 10 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**MTPA 11 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Accounts Officer

**MTPA 12 : 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

**MTPA 13 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**

Human Resource Officer/Senior Human Resource Officer

**MTPA 14 : 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**

Graphic Designer (New Grade)

Public Relations Officer (New Grade)

Web Officer

**MTPA 15 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250**

Senior Accounts Officer

**MTPA 16 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 52550**

Office Superintendent

**MTPA 17 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 57600**

Principal Accounts Officer

**MTPA 18 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary

Digital Marketing Officer

Events Officer

57. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)

MTPA 19 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

IT Officer

formerly Information Technology and Research Officer

MTPA 20 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Internal Auditor/Senior Internal Auditor

formerly Internal Auditor

Marketer

MTPA 21 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Digital Marketing Executive

MTPA 22 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Digital Marketing Manager

Finance Manager

Marketing Services Manager

Tourism Promotion Officer

MTPA 23 : Rs 61000 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Tourism Promotion Manager

MTPA 24 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Financial Analyst (Personal)

MTPA 25 : Rs 88250 x 3125 - 97625

Deputy Director (New Grade)

MTPA 26 : Rs 119500

Director



58. NATIONAL ADOPTION COUNCIL

- 58.1 The National Adoption Council (NAC), established under the National Adoption Council Act No. 21 of 1987, operates under the *aegis* of the Ministry of Gender Equality and Family Welfare. It has as objectives to provide, lead and co-ordinate actions on policy, procedures, standards and guidelines on adoption, training and inter-country cooperation; inquire into all demands of adoption of citizens by non-citizens before an application is made to the Judge in Chambers; and advise the Minister on all matters relating to demands of adoption.
- 58.2 Presently, there is no staff employed by the National Adoption Council. The duties devolving upon the Administrative Secretary are being performed by an Office Management Executive and the financial aspects of the Council are being looked into by a Manager, Financial Operations of the parent Ministry, against the payment of a monthly allowance.
- 58.3 For this Report, the Bureau received no submission on behalf of the staff. Management, on its side requested for the creation of several grades. The Bureau holds that the request from Management may best be considered on an *ad hoc* basis after the enactment of the new Adoption Bill. In this context, we are maintaining the present structure.

58. NATIONAL ADOPTION COUNCIL

SALARY SCHEDULE

NAC 1	:	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
		Office Attendant
NAC 2	:	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
		Clerk/Word Processing Operator
NAC 3	:	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 - 44800
		Welfare Officer
NAC 4	:	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800
		Shorthand Writer

58. NATIONAL ADOPTION COUNCIL (Contd)

NAC 5 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Legal Officer

NAC 6 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Secretary

NAC 7 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Psychologist



59. NATIONAL ART GALLERY

- 59.1 Operating under the *aegis* of the Ministry of Arts and Cultural Heritage, the National Art Gallery (NAG), aims to inspire interest and promote the understanding and appreciation of the aesthetics and values of visual arts in Mauritius. Its objectives are, *inter alia*, to: develop and conserve a national collection of works of art and associated materials; exhibit works of art from the national collection; promote Mauritian art and artist; promote exchange of ideas and participation in international exhibitions and related matters on an international level; and acquire and impart knowledge about international standards and ethics in the conservation of works of art.
- 59.2 The NAG is administered and managed by a Board. A Director is at the apex of the organisation and is responsible for the execution of the policy and decisions of the Board as well as the control and management of the day-to-day business of the Gallery. He is assisted in the performance of his duties by officers of professional, technical and General Services grades.
- 59.3 For this Report, representations from the staff side pertain to the restyling of the grade of Documentation and Liaison Officer in view of lack of career prospects at the organisation and higher qualifications possessed by the incumbent; eligibility to duty exemption facilities on the purchase of a car; and provision of training opportunities. During consultation, we were equally informed, that the non-filling of vacant posts impedes service delivery to some extent.
- 59.4 Whilst we did not receive any submission from Management, the parent Ministry viewed that the existing structure may be maintained pending the implementation of the provision of the Budget Speech 2016/2017 to merge the NAG and the Mauritius Museums Council under a common management.
- 59.5 As regards staff side submissions, the Bureau apprised members concerned of a few of the benefits that they are eligible for; a restyling of a grade is normally not carried out with a view to providing promotion opportunities; qualifications are set according to the requirements of the job; and the Bureau makes general provision regarding conditions of service and same are meant to be applicable in the public sector holistically.
- 59.6 The Bureau considers that the existing structure is appropriate to enable the organisation to deliver on its mandate, pending any future development and the current provision regarding the grant of time-off should be maintained. **We, however, view that vacant posts at different levels should be filled for a smoother functioning of the Gallery.**

Time-Off

Recommendation 1

- 59.7 **We recommend that officers of the National Art Gallery who are required, on a regular basis, to put in additional hours of work, be granted equivalent time-off. In case officers cannot be granted time-off within a period of four consecutive**

months, due to exigencies of service, they should be compensated at the normal hourly rate for the extra hours put in.

**59. NATIONAL ART GALLERY
SALARY SCHEDULE**

NAG 1	:	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
NAG 2	:	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
		Telephone Operator
NAG 3	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver/Office Attendant
NAG 4	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerk/Word Processing Operator
NAG 5	:	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Management Support Officer
NAG 6	:	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Accounts Clerk Art Custodian
NAG 7	:	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Art Curator Documentation and Liaison Officer
NAG 8	:	Rs 94500
		Director



60. NATIONAL CHILDREN'S COUNCIL

- 60.1 The National Children's Council (NCC) operates under the *aegis* of the Ministry of Gender Equality and Family Welfare. Its objectives are to be the key consultative and coordinating national body on all activities and issues related to children, protect the rights of children, promote their interest and well-being as well as ensure their participation in matters of interest to them, and promote activities for the welfare of children in line with the Convention on the Rights of the Child.
- 60.2 The day-to-day management of the NCC rests upon the Council Secretary who maintains and promotes the proper administration of the Council. He is assisted by a complement of staff belonging to technical and General Services grades as well as employees of the Workmen's Group.
- 60.3 For this review exercise, the Union requested: the payment of overtime and bus fare at the end of each month; the years of service of each worker be recognised as from the date the latter joined the NCC; Child Caregiver to be paid monthly wage as recommended by the Bureau; the provision of appropriate mess-room in each shelter for workers; Child Caregivers and other workers to be given reasonable notice prior to performing overtime and not to be compelled to resume work immediately afterwards; employees be provided payslip with clear details; the introduction of night allowance scheme; and the provision of appropriate meal allowance, amongst others.
- 60.4 Management, on the other side, requested for the creation of a grade of Office Management Assistant; the provision of On-Call allowance to incumbents in the grade of Driver; the payment of risk allowance to staff of shelters; and restyling of the grade of Council Secretary to Manager.
- 60.5 During consultative meeting, the representatives of the staff side were informed that most of their requests pertain to administrative issues which should be taken up with Management of the Council. On the other hand, Management was informed that the creation of the grade Office Management Assistant cannot be envisaged at this stage in view of the establishment size of the General Services grades at the Council; the incumbents be paid overtime for the additional hours put in after their normal working hours; and the restyling of the grade of Council Secretary to Manager would not be in conformity with the Council's Act. Management was urged to address all staff issues that fell outside the realm of the Bureau.
- 60.6 We are maintaining the existing organisation structure and providing for the payment of an allowance to officers working on shift.

Risk Allowance

- 60.7 The Bureau was informed that cases of fight between residents and employees had been occurring in the shelters. Management, therefore, made a submission for the payment of risk allowance to the employees concerned.

60.8 Management was apprised that the element of normal risk is already considered in determining the salary of grades. Nevertheless, the Bureau holds that the NCC should conduct a Risk Assessment Exercise in view of determining the extent of risk faced by the officers concerned.

Recommendation 1

60.9 The Bureau recommends that Management should arrange for a Risk Assessment Exercise to be carried out by the Departmental Safety and Health Committee of the organisation as recommended at paragraph 16.16.32 in Chapter Risk, Insurance and Compensation of Volume 1 of this Report.

Night Duty Allowance

60.10 Both Management and the staff side have requested for the payment of a Night Duty Allowance to incumbents in the grades of Child Caregiver (Shelter) (Shift) and Surveillant *formerly Security Guard* who effectively work on night shift.

Recommendation 2

60.11 We recommend that officers in the grades of Child Caregiver (Shelter) (Shift) and Surveillant *formerly Security Guard*, who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

60. NATIONAL CHILDREN'S COUNCIL SALARY SCHEDULE

NCC 1	:	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150
		General Worker
NCC 2	:	Rs 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150
		Cleaner (Roster)
NCC 3	:	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475
		Attendant (Nursery)
NCC 4	:	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

60. NATIONAL CHILDREN'S COUNCIL (Contd)

- NCC 5 : Rs 14225 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625**
Child Caregiver
- NCC 6 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Surveillant
formerly Security Guard
- NCC 7 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Child Caregiver (Shelter) (Shift)
- NCC 8 : 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**
Attendant, ex-Service Providing Institution (Personal)
Office Attendant
- NCC 9 : 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 – 25000**
Craftworker
- NCC 10 : Rs 16005 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050**
Cook (Roster)
- NCC 11 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver
- NCC 12 : 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 x 825 – 31525**
Assistant Nursery Matron
- NCC 13 : Rs 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**
Nursery Matron
- NCC 14 : 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**
Assistant Child Programme Officer
Clerk/Word Processing Operator

60. NATIONAL CHILDREN'S COUNCIL (Contd)

- NCC 15 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- NCC 16 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
- NCC 17 : 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 – 40300 QB 41250 x 950 – 42200 x 1300 – 43500**
Child Programme Officer
- NCC 18 : Rs 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**
Shelter Manager
- NCC 19 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- NCC 20 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Coordinator
- NCC 21 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800**
Council Secretary



61. NATIONAL COMPUTER BOARD

- 61.1 Founded in the year 1988 by the National Computer Board Act 43 of 1988, the National Computer Board (NCB), operates under the *aegis* of the Ministry of Information Technology, Communication and Innovation (MITCI). At the time of its inception, its main purpose was to foster the development and growth of information technology, information systems and computer related services in Mauritius. Its core mission is to accelerate the transition of Mauritius into a regional Information and Communication Technology (ICT) hub and ensure the swift realisation of government's objective to make the ICT sector a key pillar of the economy.
- 61.2 To achieve its vision, the NCB e-powers people by spreading ICT literacy and creating awareness on applications and uses of ICT; e-powers businesses by organising a host of activities focused on promoting entrepreneurship; stimulating the export market for ICT and ICT related services and encourages the development of Business outsourcing. It also tenders advice to the Government on the formulation of national policies in relation to the promotion, development and control of information technology and its applications as well as offers its assistance in the framing of national education, training and research plans in the field in order to build the necessary expertise base for consolidating the information technology industry in Mauritius.
- 61.3 For a better service delivery, the NCB has organised its activities into six divisions comprising the Policy, Planning and Research; Information Security (CERTMU); Industry Development Promotion; IT Services (Government Online Centre); Communication; and Finance and Administration. Each division is manned by either a Director or Manager and by a complement of professional, technical and administrative staff who provide support to the Executive Director, who is at the helm of the organisation.
- 61.4 It is apposite to note that at its meeting of 27th September 2019, Cabinet had decided that two of the above divisions, namely the Information Security (CERTMU) and the IT Services (Government Online Centre) would be transferred to the MITCI. In fact, we have, in the course of this review exercise, been apprised by the Ministry that action for these two divisions to be placed under its purview has already been initiated. In view of the impending transfer, the demands made by the NCB for the creation of grades to service these two divisions could not be acceded to.
- 61.5 Furthermore, the proposed restyling of a few grades were not favourably considered as it would have had wide repercussions on similar grades in other parastatal bodies. The request to restyle the grade of Administrative Support Assistant into that of Management Support Officer was also not retained as the two grades are required to operate at two different levels. With regards to the creation of a level of Team Leader, same could not be endorsed for want of functional justification.

61.6 In our last Report, we strengthened the structure of the NCB through the creation of several grades. After a careful examination of the existing structure and based on the merit of the case, we are, further reviewing the structure with the provision of the grades of Clerk/Word Processing Operator, Management Support Officer and Graphic Designer. Additionally, we are restyling the grade of Marketing Officer and IT Support Specialist to more appropriate appellations. In so far as the demands for a review of the salaries of certain positions are concerned, we have carried out a fresh job evaluation exercise and, on this basis, consider the recommended salaries to be appropriate.

Management Support Officer (New Grade)

Clerk/Word Processing Operator (New Grade)

61.7 A request was made by Management for the grade of Word Processing Operator/Receptionist to be restyled into Clerk/Word Processing Operator and a new level of Receptionist to be created. The staff side, on the other hand made submission for the grade of Word Processing Operator/Receptionist to be restyled into Word Processing Operator/Administrative Support Assistant. As the qualifications requirement of a Word Processing Operator differs from that of a Clerk or Clerical Officer and an Administrative Support Assistant, the proposed restyling could not be contemplated. The request for the creation of the grade of Receptionist could also not be retained as the grade of Help Desk Officer which exists on the establishment of the NCB, has been entrusted with such responsibilities.

61.8 Upon careful examination of the existing structure providing support services at the NCB, it was found that it has remained static over the years. In order to render it more responsive to present day exigencies of the organisation, we consider that it should be reviewed and aligned, to the extent possible, to what is obtainable elsewhere. We are, consequently, providing for the grades of Clerk/Word Processing Operator and Management Support Officer. With the creation of these new levels, the grades of Word Processing Operator/Receptionist and Administrative Support Assistant would become obsolete. We are, therefore, making them evanescent and providing a personal salary to the incumbents. However, in order not to jeopardise the career path of Administrative Support Assistants, we are making provision for them to continue to be promoted to the grade of Senior Administrative Support Assistant. Thereafter, the grade of Administrative Support Assistant should be abolished on vacancy.

Recommendation 1

61.9 We recommend:

- (i) the creation of a grade of Management Support Officer. The mode of appointment and duties should be as recommended in the Introductory Chapter of this Volume; and**
- (ii) the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics; a Cambridge**

Higher School Certificate or passes in at least two subjects obtained on one Certificate at GCE 'A' Level or an equivalent qualification acceptable to the board and a Certificate in typewriting at a speed of at least 30 words per minute.

- 61.10 Incumbent in the grade of Clerk/Word Processing Operator would be required, among others, to: perform clerical duties; carry out Word Processing and computer/data processing work; update information in the computer system; and operate telefax and email services.
- 61.11 We also recommend that the grades of Word Processing Operator/Telephonist and Administrative Support Assistant should be made evanescent. Officers in the grades have been provided with a personal salary.**
- 61.12 We further recommend that the grade of Senior Administrative Support Assistant should continue to be filled by promotion of officers in the grade of Administrative Support Assistant (Personal). On complete phasing out, both grades should be abolished.**

Graphic Designer (New Grade)

- 61.13 The NCB has established over the past years, 3D Printing Centres offering 3D Printing Services mainly to Universities and Small and Medium Enterprises. In view of the expansion in the activities of these centres, Management is currently having recourse to the services of a Graphic Designer on contract to provide the necessary assistance relating to design activities and creation of artwork. Consequently, request was made for the creation of a dedicated level to perform these duties particularly as the present mode of employment may not be very cost effective. The arguments put forward in support to the request are plausible and may, therefore, be given due consideration. Hence, we are providing the grade as per request.

Recommendation 2

- 61.14 We recommend the creation of a grade of Graphic Designer. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass at principal level in Art/Design or a related field and a Diploma in Visual Arts or Graphic Designing or Communication Graphic or related field or an equivalent qualification acceptable to the Board.**
- 61.15 Incumbent would be required, *inter alia*, to: carry out work on designs using Design and Graphic Software such as Adobe Photoshop; provide advice and assistance to users producing 3D models; conduct short term initiations and basic training to focused user groups; conduct research work related to 3D printing; create, design and complete pre-press artworks for various support such as newspapers, websites and social media; produce or assist in the production of educational and multimedia manuals and teaching materials; and operate Macintosh and Windows stations and other graphic equipment.

Marketing Analyst
formerly Marketing Officer

61.16 The grade of Marketing Officer at the NCB is responsible for providing assistance to the Manager, Business Development and Promotion Division in promoting ICT services; developing marketing strategies/tools; undertaking market research and organising specialised ICT trade fairs and exhibitions. A request has been made for the grade to be restyled Marketing Analyst and for the qualifications requirement as well as the duties and responsibilities to be enlarged. Considering that the existing scheme of service of the grade dates back to 2001, we are agreeable to the request for amending same, the more so the additional duties would not have any impact on the salary grading as revealed by our job evaluation exercise. The request for restyling is also being acceded to.

Recommendation 3

61.17 We recommend that:

- (i) the grade of Marketing Officer be restyled Marketing Analyst. Henceforth, appointment to the grade should be made by selection from among candidates possessing a Degree in Marketing or Economics or related field or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in the field of marketing and one-year international experience in marketing, brand promotion and event organising as well as emerging regional markets and global outsourcing in the IT field; and**
- (ii) the duties of the grade be updated to reflect the evolution in the job. This element has been considered in arriving at the recommended salary of the grade.**

IT Officer
formerly IT Support Specialist

61.18 A case has been made by the staff side for the grade of IT Support Specialist to be either restyled IT Specialist or Data Specialist together with an upgrading of the salary. While we consider the salary of the grade to be appropriate based on the findings of the fresh job evaluation which was carried out in the context of this review, we do agree that there is a case to restyle the grade to a more proper appellation to reflect the job being done. We are making appropriate recommendation in that direction.

Recommendation 4

61.19 We recommend that the grade of IT Support Specialist be restyled into IT Officer.

Night Duty Allowance

61.20 Classified as shift workers, incumbents in the grade of ICT Technician (Shift) *formerly IT Support Officer (Shift)* are presently entitled to the payment of a Night Duty Allowance. This provision should continue to prevail.

Recommendation 5

61.21 We recommend that officers in the grade of ICT Technician (Shift) formerly IT Support Officer (Shift) who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Movement in Master Salary Scale

61.22 Procurement and Supply Officer/Senior Procurement and Supply Officers and Human Resource Officer/Senior Human Resource Officers are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

61. NATIONAL COMPUTER BOARD**SALARY SCHEDULE**

NCB 1	:	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
		Office Attendant/Senior Office Attendant
NCB 2	:	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400
		Driver Driver/Office Attendant
NCB 3	:	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225
		Head Office Attendant
NCB 4	:	Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000
		Word Processing Operator/Telephonist (Personal)
NCB 5	:	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
		Clerk/Word Processing Operator (New Grade)
NCB 6	:	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 - 36550
		Administrative Support Assistant (Personal) Help Desk Officer

61. NATIONAL COMPUTER BOARD (Contd)

- NCB 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer (New Grade)
- NCB 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Accounts Clerk
- NCB 9 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- NCB 10 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Senior Administrative Support Assistant
- NCB 11 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer
- NCB 12 : 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
- NCB 13 : 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**
Graphic Designer (New Grade)
ICT Technician (Personal)
formerly IT Support Officer
- NCB 14 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Accounts Officer/Senior Accounts Officer
- NCB 15 : 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
- NCB 16 : Rs 23025 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 - 52550**
ICT Technician (Shift)
formerly IT Support Officer (Shift)

61. NATIONAL COMPUTER BOARD (Contd)

- NCB 17 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Human Resource Management Officer
- NCB 18 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Incident Handler
- NCB 19 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Marketing Analyst
formerly Marketing Officer
- NCB 20 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Internal Auditor
IT Officer
formerly IT Support Specialist
- NCB 21 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Accountant/Senior Accountant
Administrative Secretary
- NCB 22 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Business Analyst/IT Consultant/Research Officer (Personal)
Business Analyst
Database Administrator
Information Security Analyst
Information Security Consultant
Network Administrator
Portal Administrator
Project Supervisor
Research and Development Officer
Systems Administrator
Web Developer
- NCB 23 : Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Assistant Manager (Personal)
Communication Manager
Finance and Administrative Manager

61. NATIONAL COMPUTER BOARD (Contd)

NCB 24 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Manager

NCB 25 : Rs 88250 x 3125 - 97625

Director

NCB 26 : Rs 119500

Executive Director



62. NATIONAL CO-OPERATIVE COLLEGE

- 62.1 The National Co-operative College (NCoC) *formerly National Institute for Co-operative Entrepreneurship*, established as a body corporate under Section 103 of the Co-operatives Act 2016, operates under the *aegis* of the Ministry of Industrial Development, SMEs and Co-operatives. Its main objects are: to provide facilities and engage in research and training for the promotion and development of the co-operative entrepreneurship, philosophy, principles and values; act as a centre for the consolidation and development of the co-operative movement through education and training and for the exchange of information in the field of co-operatives; and promote and develop capacity building through entrepreneurship and business leadership.
- 62.2 As at date, the college caters for some 1200 active co-operative societies with a total membership of almost 160,000 in Mauritius and Rodrigues. It provides free of cost in-house and outstations training on the concept of entrepreneurship, co-operative principles and co-operative management to unemployed women and youth with a view to encouraging them to form a co-operative society and kick start a business. To deliver on its mandate, the college taps the services of qualified Trainers from other organisations; and awards certificates on its own or jointly with other recognised bodies.
- 62.3 The NCoC is managed by a Board whose representatives are appointed by the Government. The Director is the Chief Executive Officer and is responsible for the day-to-day management of the College. In the performance of his duties, the Director is assisted by officers in the grades of Programme/Research Officer, Accounts Clerk, those of the General Services grades and employees in the Workmen's Group General.
- 62.4 In the context of this review exercise, representations have been received from the staff side for elongation of salary scales and creation of the grades of Handy Worker and Receptionist/ Telephone Operator. The Bureau was also apprised that duties not listed in the scheme of service of certain grades are allocated to incumbents without any remuneration.
- 62.5 Management, on its part, informed that training is dispensed throughout the year and the services of resource persons are tapped in this endeavour. This has an impact on the budget of the organisation through the payment of fees which amount to nearly a million rupees per year. Therefore, they requested to create the grade of Trainer to enable the organisation to have its own personnel. Additionally, a proposal was made for the creation of the grades of Administrative Assistant and Handy Worker; and the restyling of the grade of Information Desk Operator to Public Relations Officer.
- 62.6 During consultations, the staff side was apprised that salary would be looked into holistically and grades are created on the basis of operational needs of an organisation. The Bureau advised Management to optimise the use of its existing resources and if need be, increase the establishment size of existing grades to be able

to cope with the expansion of activities; and to reward employees for additional work that fall outside their respective scheme of service.

- 62.7 After analysing the requests of stakeholders and with a view to ensuring that the NCoC delivers on its mandate effectively, we are providing for the grades of Trainer and Handy Worker.

Trainer (New Grade)

- 62.8 At present, the services of external resource persons are being tapped by the NCoC to train unemployed women and youths in the various fields of entrepreneurship with a view to enabling them to kick start a business. Management has expressed that it is difficult to readily avail of the services of these resource persons in delivering courses for both academic and vocational subjects, especially in the specific fields and when there is a pressing demand on the part of Government for its mandate.
- 62.9 The Bureau considers that the creation of the grade of Trainer would facilitate the organisation to have its own personnel and prepare a calendar of courses in advance to readily dispense training throughout the year on demand by the public. We are recommending accordingly.

Recommendation 1

- 62.10 We recommend the creation of a grade of Trainer. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" and a Certificate in the relevant field from a recognised institution acceptable to the Board. The Trainer should be MQA registered and should reckon at least two years' training/teaching experience in the vocational field.**
- 62.11 Incumbents would be required, among others, to be responsible for the vocational training in the relevant fields; prepare and adapt training programmes, syllabi, tests and examinations; prepare written instructional materials and audio visual aids; give lessons, shop talks, demonstrations; and conduct evaluation.

Handy Worker (New Grade)

- 62.12 Both Management and staff side have expatiated on the expansion of the infrastructure of the college and its activities. They claimed that with the decentralisation of training programmes throughout the island, there is a need for a level to, amongst others, undertake maintenance and cleaning of building, effect minor repairs of training equipments/materials and assist in other office tasks. We are making appropriate provision.

Recommendation 2

- 62.13 We recommend the creation of a grade of Handy Worker. Appointment thereto, should be made by selection from among candidates possessing the Certificate of Primary Education or an equivalent qualification acceptable to the Board.**

- 62.14 Incumbent would be required to, among others, clean offices, stores, as well as washing, cleaning and maintaining the physical environment at a good standard; load, unload and move stores items, furniture, equipment and other materials as and when required; collect and deposit keys at Police Station/Police Post; assist in the handling of training equipment and materials where training is in progress; give general assistance in the operation of public address equipment as and when required; run official errands; and carry out minor maintenance and repairs where such need will arise.

62. NATIONAL CO-OPERATIVE COLLEGE

SALARY SCHEDULE

- NCoC 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150**
General Worker
- NCoC 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225**
Handy Worker (New Grade)
- NCoC 3 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- NCoC 4 : 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**
Information Desk Operator
- NCoC 5 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- NCoC 6 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- NCoC 7 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Executive Officer (Personal)

62. NATIONAL CO-OPERATIVE COLLEGE (Contd)

NCoC 8 : 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 – 39350

Trainer (New Grade)

NCoC 9 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Programme/Research Officer

NCoC 10 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Director



63. NATIONAL HERITAGE FUND

- 63.1 The National Heritage Fund (NHF), operating under the *aegis* of Ministry of Arts and Cultural Heritage, is mandated to safeguard, manage and promote the National Heritage of Mauritius; preserve the National Heritage sites; and educate and sensitise the public on cultural values and national heritage. It envisions to develop a sense of belonging by caring for the past and bequeathing it to the future. Since 2010, it has been designated as the National Repository of Intangible Cultural Heritage.
- 63.2 Some 200 sites listed as National Heritage in both Mauritius and Rodrigues, are managed by the Fund, out of which two are listed as World Heritage Sites. It has also been bestowed with the responsibility to implement the 1972 Convention for World Heritage, Hague Convention and Convention for illicit trafficking.
- 63.3 The Director is at the apex of the organisation and is responsible for the execution of the policy and decisions of the Board and for the control and management of the day-to-day business. In the exercise of his functions, the latter is assisted by an array of professional, technical and supporting staff.
- 63.4 In the context of this review exercise, the staff side made several requests, namely payment of overtime; grant of appropriate allowances for performing higher duties; provision of adequate allowances payable to employees in the Workmen's Group; and filling of vacant positions. They also requested for the creation of the grades of Receptionist/Telephone Operator; Head Research Unit; and Field Guide and the demerging of the grade of Research/ Heritage Officer.
- 63.5 On the other hand, the Management has requested for the restyling of the grade of Administrative Secretary and creation of the grades of Receptionist; Office Management Assistant; Marketing and Outreach Officer; IT and Documentation Officer; Site Conservation Officer; and Conservation and Maintenance Worker (Skilled Worker). The Bureau also received a request for the creation of the grade of General Worker, on an *ad hoc* basis. The appropriate salary code and salary scale have been provided in the salary schedule.
- 63.6 During consultative meetings, both staff side and Management were apprised that request for creation of grades are entertained on the basis of the operational needs. Parties concerned were informed that appropriate recommendations already exist in the PRB Report for the payment of allowance to shoulder and perform duties of a higher nature and were guided to the relevant provisions/sections. Upon the observation that several grades created in the previous Report were vacant due to the non-availability of funds, Management was advised to consider filling of existing vacancies wherever warranted; optimise the use of its existing human resources; and amend existing schemes of service of certain grades so as to avoid overlapping of tasks and incorporate new duties to meet the organisational goal.
- 63.7 With a view to allowing the NHF to achieve its objectives and align with different conventions, the Bureau is providing for the grades of ICT Technician, Conservation Officer, Conservation Worker and Receptionist/Telephone Operator.

ICT Technician (New Grade)

63.8 For better information on its activities, the NHF would launch a mobile application on National Heritage. Management has, therefore, informed of the need of a grade to update its website, social media page and the mobile platform. To enable the NHF to deliver on its mandate effectively, the Bureau is providing the grade of ICT Technician.

Recommendation 1

63.9 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or Computer Engineering or Information Technology or Information System from a recognised institution or an equivalent qualification acceptable to the Board.

63.10 Incumbent would, among others, be required to implement support and maintain the IT System of the National Heritage Fund; perform database and server administration; perform network administration and management; set up and configure all computer systems; install and maintain software programs; ensure adequate stock of computer supplies; and maintain and update website and intranet system.

Conservation Officer (New Grade)**Conservation Worker (New Grade)**

63.11 One of the core activities of the NHF is to preserve and promote the Heritage in forms of archaeological sites, historical buildings, monuments or any object or property of cultural significance. Therefore, there is need to carry out regular maintenance and conservation works of these sites in order to better preserve the Heritage. To this end, the assistance of the officers of Ministry of National Infrastructure and Community Development are solicited and the latter perform the maintenance and conservation works after their normal office hours. This is, however, impacting on operational and financial costs of the organisation.

63.12 Hence, Management requested for the creation of the grades of Conservation Officer and Conservation Worker to enable the NHF to better attain its objectives. We are recommending accordingly.

Recommendation 2

63.13 We recommend the creation of a grade of Conservation Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil/Conservation Engineering, Architecture/Conservation Architecture or Archaeology from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in conservation projects.

63.14 The Conservation Officer would, among others, be required to assist the Head of the Section in the performance of his duties; supervise conservation and maintenance works of heritage sites; assist in management of conservation projects and ensure timely completion of projects and restoration and conservation works; assist in

planning conservation and restoration work of sites; monitor conservation and restoration of work of sites; collaborate with technical team to ensure maintenance of sites; and advise on matters relating to conservation and restoration of heritage sites.

63.15 We further recommend the creation of a grade of Conservation Worker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education; a National Trade Certificate (NTC) (Level 3) in Electrical Installation Works or Masonry and Concrete Works issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) or National Certificate (NC) (Level 3) in Electrical Installation Works or Masonry awarded by the MITD or an equivalent qualification acceptable to the Board; and having knowledge in conservation/restoration work.

63.16 The Conservation Worker would be required to, among others, carry out simple masonry, carpentry, electrical, welding and plumbing works; mix mortar and concrete for use in the structures under construction in accordance with technical specifications; build or construct stone walls with lime mortar; carry out from drawings and specifications the construction of any building; and trowel lime/cement floors to levels.

Receptionist/Telephone Operator (New Grade)

63.17 Both the staff side and Management submitted that at present, the duties of Receptionist/Telephone Operator are being performed by officers in the grade of Office Attendant on a rotational basis. The number of visitors calling at the NHF is on rise and additionally, the number of telephone calls is also increasing gradually. We are, therefore, providing for a grade of Receptionist/Telephone Operator to attend, among others, to the increasing number of calls and guide visitors.

Recommendation 3

63.18 We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or passes in at least five subjects with at least Grade C in English and French on one Certificate at General Certificate of Education "Ordinary Level".

63.19 Incumbent would, among others, be required to operate the telephone switchboard (PABX) and the reception desk; maintain a register of all visitors and control access to officers; assist visitors by providing information to them; and ensure that calls and messages are properly noted and communicated to officers concerned.

63. NATIONAL HERITAGE FUND**SALARY SCHEDULE**

NHF 1	:	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150
		General Worker
NHF 2	:	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
		Office Attendant
NHF 3	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver/Office Attendant
NHF 4	:	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
		Conservation Worker (New Grade)
NHF 5	:	Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875
		Receptionist/Telephone Operator (New Grade)
NHF 6	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerical Officer Heritage Protection Assistant
NHF 7	:	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Management Support Officer
NHF 8	:	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Accounts Clerk Assistant Procurement and Supply Officer Assistant Procurement and Supply Officer (Ex-SMEDA) (Personal)
NHF 9	:	Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500
		Confidential Secretary

63. NATIONAL HERITAGE FUND (Contd)

- NHF 10 : 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**
Conservation Officer (New Grade)
Documentation Officer
Heritage Technical Officer
ICT Technician (New Grade)
- NHF 11 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Accounting Technician
- NHF 12 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Secretary
Research/Heritage Officer
- NHF 13 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Manager, Technical Section
- NHF 14 : Rs 103875**
Director



64. NATIONAL LIBRARY

- 64.1 The National Library (NL), operating under the *aegis* of the Ministry of Arts and Cultural Heritage, envisions to be the nation's leading documentary resource pertaining to the Republic of Mauritius and the apex library serving the needs of the Mauritian people at large in research, scholarship and creativity.
- 64.2 Its main objectives are, among others, to: promote and encourage the use of library materials; acquire library materials generally, and, in particular, a comprehensive collection of library materials relating to Mauritius; collect, receive and preserve all library materials required to be deposited in the library; act as the national bibliographic centre; and maintain the national bibliography and other bibliographies.
- 64.3 Being at the apex of the organisation, the Director manages the day-to-day activities of the organisation. In the exercise of his functions, the latter is assisted by an array of professional, technical and supporting staff.
- 64.4 In the context of this review exercise, no major proposals have been made from the staff side save for request pertaining to a change in appellation of grades in the finance section and its alignment with the Finance Officer Cadre in the Public Service. On the other side, Management requested for the creation of grades of Head Librarian, Handy Worker, Office Supervisor, Safety and Health Officer, General Worker, Internal Control Officer, Administrative Manager and Head Finance and Accounts to cater for future expansion in the activities of the National Library.
- 64.5 During consultative meeting, the staff side was informed that the mode of appointment, nature of duties and level of responsibility of the Accounts Officer Cadre and Finance Officer Cadre differ considerably and as such the restyling of the grades of Accounts Clerk, Accounts Officer, Senior Accounts Officer and Accountant could not be acceded to.
- 64.6 Management was apprised that grades are created on the basis of current operational needs and was also directed to consult the guidelines for creation of grades as recommended in the Bureau's previous Reports. They were equally advised to submit requests for the establishment of additional grades, on an *ad hoc* basis, as and when dire need is felt to cater for expansion of activities.
- 64.7 Based on additional information received from Management, the Bureau considers that the request for creation of the grade of Internal Control Officer cannot be entertained at this stage as the organisation is availing the services of Internal Control Officer from the Ministry of Finance, Economic Planning and Development. As far as the grade of Health and Safety Officer is concerned, same is not mandatorily required as per Section 30 of the Occupational Safety and Health Act 2005.
- 64.8 We are in this Report providing for the grade of General Worker and revising the allowance payable to incumbents in the Library Attendant Cadre.

General Worker (New Grade)

64.9 Management has, among others, submitted that the grade of General Worker is required on its establishment so that the National Library can avail of support services for general cleaning and minor tasks to be carried out. The Bureau is agreeable to the request and is recommending accordingly.

Recommendation 1**64.10 We recommend the creation of the grade of General Worker.**

64.11 Incumbents would be required, among others, to perform manual work not requiring specific skills such as cleaning of offices and premises; lawn mowing, loading and unloading of materials; and assist in performing office attendant duties, as and when required.

Administrative Secretary

64.12 At present, appointment to the grade of Administrative Secretary is made by selection from among candidates who possess a Degree in Management or Business Administration and reckon at least three years' experience in administration/managerial duties. Request was made on, *ad hoc* basis, for an amendment in the scheme of service of the grade of Administrative Secretary such that recruitment thereto is made from candidates who possess a Degree in Management or Business Administration from a recognised institution or an equivalent qualification and who reckon at least five years' post qualification experience in administrative duties together with the inclusion of new set of duties. Upon perusal of the proposed duties with those of the professional cadre, we noted that there is an overlapping of duties between the two cadres together with a mismatch in the responsibility.

Allowance for Library Attendant

64.13 At present, a monthly non-pensionable allowance of Rs 350 is paid to incumbents in the Library Attendant Cadre for collecting and depositing keys at the Police Station. We are maintaining this provision while revising the quantum of the allowance.

Recommendation 2

64.14 We recommend that a monthly non-pensionable allowance of Rs 375 be paid to incumbents in the Library Attendant Cadre at the National Library who have to cover, over and above the home to office journey and back, an aggregate of two to six kilometres daily to collect and deposit keys at the Police Station.

64. NATIONAL LIBRARY**SALARY SCHEDULE**

- NL 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150**
General Worker (New Grade)
- NL 2 : 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**
Library Attendant
- NL 3 : Rs 17045 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525**
Senior Library Attendant
- NL 4 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- NL 5 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Binder
- NL 6 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephone Operator
- NL 7 : 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 x 825 – 31525**
Microfilm Operator
- NL 8 : 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 – 29875 QB 30700 x 825 – 34825**
Binder (Personal)
- NL 9 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
Library Clerk

64. NATIONAL LIBRARY (Contd)

- NL 10 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Senior Binder
- NL 11 : 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**
Technician (Audio Visual Library)
- NL 12 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- NL 13 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
- NL 14 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Senior Library Clerk
- NL 15 : Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350**
Office Supervisor
- NL 16 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- NL 17 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Information, Research and Documentation Officer (Ex-SMEDA) (Personal)
- NL 18 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Procurement and Supply Officer
- NL 19 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Library Officer

64. NATIONAL LIBRARY (Contd)

- NL 20 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Accounts Officer
- NL 21 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Senior Library Officer
- NL 22 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Secretary
- NL 23 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
IT Officer/Systems Administrator
Librarian
- NL 24 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Accountant
- NL 25 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Senior Librarian
- NL 26 : Rs 110125**
Director



65. NATIONAL SOLIDARITY FUND

- 65.1 Operating under the *aegis* of the Ministry of Social Integration, Social Security and National Solidarity, the main objectives of the National Solidarity Fund (NSF) are to provide: financial assistance to citizens of Mauritius residing in Mauritius, who may require surgical operations which can be performed abroad or in medical institutions in Mauritius; financial assistance to redundant workers; and financial assistance, with the approval of the Minister, directly to individuals who have undergone severe personal hardship.
- 65.2 To meet its objectives, the Fund has implemented several personal hardship schemes which are grouped into six core areas: Medical; Destitute; Needy Students; Tragic Accident; Repatriation of mortal remains; and Multiple Birth. As stipulated in the NSF Act of 1991 (subsequently amended in 2011), the affairs of the Fund are administered and managed by its Board. The Fund is under the responsibility of the Administrative Secretary who is assisted by a complement of staff in substantive as well as contractual positions. Officers of the Financial Operations Cadre from the parent Ministry also provide their support services to the Fund, on a part-time basis.
- 65.3 Representations were made for the creation of the grades of Word Processing Operator/Receptionist and Accounts Clerk as well as integration of the grade of General Assistant of Ex-SMEDA on the establishment of the Fund. During consultation, Management was advised that the request for salary grading for the post of General Assistant (Ex-SMEDA) should be submitted to the Bureau through the proper channel. We have analysed the other proposals and consider that creation of a grade of Accounts Clerk is not warranted and it is advisable for Management to consider filling the vacant post of Financial Operations Officer *formerly Financial Officer*. As regards the grade of Word Processing Operator/Receptionist, the salary grading has already been provided by the Bureau prior to the publication of this Report on an *ad hoc* basis. The Bureau holds the view that the number of levels on the establishment of the Fund is sufficient to enable its proper functioning.

Salary Movement for Administrative Secretary

Recommendation 1

65.4 We recommend that the officer in the grade of Administrative Secretary possessing a Degree and who:

- (i) was in post as at the eve of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 50900 on a personal basis,**
- (ii) joins the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that incumbent satisfies the performance criteria as set out in the Introductory Chapter of this Volume.

65. NATIONAL SOLIDARITY FUND**SALARY SCHEDULE**

NSF 1 : 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

Office Care Attendant

NSF 2 : 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000

Word Processing Operator/Receptionist

NSF 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer

NSF 4 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

NSF 5 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Financial Operations Officer
formerly Financial Officer

NSF 6 : Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

Administrative Secretary



66. NATIONAL TRANSPORT CORPORATION

- 66.1 The National Transport Corporation (NTC) was established under the NTC Act No. 5 of 1979 to provide public transport services. It operates under the *aegis* of the Ministry of Land Transport and Light Rail, and Foreign Affairs, Regional Integration and International Trade and is the only public sector bus operator in Mauritius.
- 66.2 NTC aims to be an innovative and caring public carrier offering a safe, reliable, affordable and comfortable journey to its passengers in an environmentally sustainable manner.
- 66.3 Owner of the largest bus fleet of the island with around 584 buses, the NTC operates from six depots and employs the largest bus crew with over 1550 bus drivers and conductors among its total workforce of 2120. It serves 95 bus routes covering the island and is the largest bus school service provider. Over 200000 passengers utilise NTC buses daily, which are also called to serve non-economic routes.
- 66.4 Government intends to offer a better public transport in Mauritius to encourage more people to travel by bus; modernise its fleet while increasing its coverage over the island; and to embrace the latest technological development with a view to improving passengers' comfort and operational efficiency.
- 66.5 The NTC is the only public sector organisation which is governed by a twin remuneration system. While the salaries and conditions of service of its operational personnel at the lower levels are governed by the National Remuneration Board, the pay and conditions of service of some 88 staff comprising the senior and middle management, administrative, human resource and finance cadres and some higher grades in the Traffic, IT, Stores and Engineering departments are governed by the Pay Research Bureau.
- 66.6 Management has made submissions for the creation of certain grades against abolition of existing ones as well as requested for the restyling and upgrading of some grades. To enable the NTC to achieve its set objectives, the Bureau has carefully examined each request and considers that the existing organisation structure should be strengthened.

Deputy General Manager

- 66.7 Currently, the NTC is managed by the General Manager. Management has submitted that, with the ongoing trends and challenges, the General Manager should be assisted by a Deputy General Manager. As a result, the grade of Deputy General Manager which was made 'personal' is being reinstated.

Recommendation 1

- 66.8 We recommend that the grade of Deputy General Manager be reinstated. Appointment thereto should, henceforth, be made by selection from among candidates possessing a Degree in either Management, Accountancy, Economics,**

Engineering, Mechanical Engineering or Transport and Logistics; a postgraduate Degree in the relevant field; and reckoning at least five years' post qualification experience at administrative or management level.

66.9 The Deputy General Manager would, *inter alia*, assist and deputise the General Manager in transacting the day-to-day business of the Corporation including operations, administration and personnel; formulate, plan, analyse, implement and follow up any Corporate innovations and development projects; review or recommend changes to existing policies, procedures and practices; promote good relations between Management and employees as well as with the public; and prepare papers and reports.

Mechanical Engineer/Senior Mechanical Engineer

66.10 As most of the work pertaining to repairs and maintenance were outsourced, the grade of Mechanical Engineer/Senior Mechanical Engineer was made evanescent in the 2013 PRB Report. Management has, now, requested that this grade be reinstated as it has reviewed its outsourcing policy. In order to enable the Corporation to deliver on its mandate effectively and efficiently, the Bureau has favourably considered the request and is recommending accordingly.

Recommendation 2

66.11 We recommend that the grade of Mechanical Engineer/Senior Mechanical Engineer be reinstated.

Chief Engineer

66.12 Following the reinstatement of the grade of Mechanical Engineer/Senior Mechanical Engineer, there is need to amend the scheme of service of the grade of Chief Engineer. The Bureau is making the appropriate provision.

Recommendation 3

66.13 We recommend that, henceforth, appointment to the grade of Chief Engineer should be made by promotion, on the basis of experience and merit, of officers in the grade of Mechanical Engineer/Senior Mechanical Engineer of the Corporation reckoning at least 10 years' service in a substantive capacity in the grade. In the absence of qualified serving officers, appointment thereto should be made by selection from Registered Engineers in the field of Mechanical Engineering or Mechatronic with the Council of Registered Engineers of Mauritius reckoning at least 10 years' post-registration experience in Mechanical Engineering in the transport industry.

Corporate Secretary (New Grade)

Administrative Manager (New Grade)

66.14 In the context of this review, Management has requested for the creation of the grades of Corporate Secretary and Administrative Manager against abolition of the grades of Assistant Secretary and Secretary/Administrative Manager, respectively. The grade of

Assistant Secretary is presently vacant and considering the different functions that would be ascribed to incumbents in the new grades to help the NTC to deliver quality service to its customers, the Bureau is agreeable thereto.

Recommendation 4

66.15 We recommend:

- (i) **the creation of a grade of Corporate Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Law or Management or a Degree the major part of which should be Law; a Master's Degree in Law or Management or an equivalent qualification acceptable to the Board; and reckoning at least two years' post qualification experience in a similar position; and**
- (ii) **that the grades of Assistant Secretary and Secretary/Administrative Manager be abolished.**

66.16 The Corporate Secretary would be required, among others, to: be the Secretary of the Board and its Committees; prepare Board and subcommittee papers; follow up the implementation of the decisions of the Board and report accordingly; be responsible for drafting contracts; ensure compliance with the National Code of Corporate Governance; advise the General Manager on legal matter/issues; represent the Corporation in Courts, Tribunals and other institutions; and liaise with legal representatives of the corporation to prepare court and other related cases.

66.17 We further recommend the creation of a grade of Administrative Manager. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Administration and Management or Management or Business Administration or an equivalent qualification and reckoning at least three years' post qualification experience in a responsible administrative or executive position.

66.18 Incumbent in the grade of Administrative Manager would be required, among others, to: be the Coordinator of the Corporation, ensuring, *inter-alia*, the smooth functioning of the Registry and look into office accommodation, furniture and equipment; advise on administrative matters; undertake formal correspondence; chair tender committees; represent the Corporation in meetings/committees, as and when required; deal with matters relating to tenders, contracts, insurance, acquisition and leases of property and maintenance of the buildings; and edit the annual report of the Corporation.

IT Manager

formerly Head IT Support Services **IT Support Officer (New Grade)**

66.19 The IT department is currently serviced by a Head IT Support Services, a Systems Analyst and Computer Operators. Management has informed that, as compared to other organisations, the Corporation has been left behind in terms of technology.

With the acquisition of smart buses in its fleet, the NTC intends to provide better and digitalised services to its customers. It has, thus, proposed that the grade of Head IT Support Services be restyled IT Manager and the grade of IT Support Officer be created.

66.20 After careful examination of the requests and with a view to helping the Corporation to digitalise its services, we are agreeable and so recommend.

Recommendation 5

66.21 We recommend:

- (i) that the grade of Head IT Support Services be restyled IT Manager; and
- (ii) the creation of a grade of IT Support Officer. Appointment, thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate, a Certificate in Information Technology or Computer Studies or Computer Science or any ICT related area and reckoning at least one year experience in providing IT support service.

66.22 Incumbents would be called upon to, *inter alia*, coordinate and perform computer operations and support activities; install and configure hardware and software as well as provide preventive and technical support; operate computer systems, perform backups and keep records; implement security measures; commission ICT equipment in offices and NTC vehicles; carry out survey of ICT equipment; and troubleshoot computer hardware and software.

Office Management Assistant (New Grade)

66.23 The advice of the Bureau was sought on the salary grading of the grade of Office Management Assistant budgeted on the establishment of the NTC. The Bureau has studied the structure of its General Services and considers that the request may be entertained provided that the vacant posts of Management Support Officer should be filled in the first instance and thereafter proceed to the filling of the post of Office Management Assistant. We are recommending accordingly.

Recommendation 6

66.24 We recommend the creation of a grade of Office Management Assistant. Appointment thereto, should be made by selection from among serving officers on the establishment of the NTC in the grades of Executive Officer (Personal to officers in post as at 31 December 2015) and Management Support Officer who reckon at least four years' service in a substantive capacity in the Cadre.

66.25 Incumbent would be required, *inter alia*, to provide administrative support in general administration, human resource management, finance and procurement and supply; assist in the organisation of official functions, induction and training programmes and other activities; manage and ensure safekeeping of official records; ensure the keeping

of proper, complete and up-to-date human resource/financial records; and coordinate and supervise the work of subordinate staff.

Movement for Human Resource Officer/Senior Human Resource Officer

66.26 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Abolition of grades

66.27 Management has submitted that the grades of General Manager's Personal Driver (Personal), Assistant Stores Officer (Personal), Computer Operator, Purchasing and Supply Officer (Personal), Data Entry Supervisor (Personal), Programme/Training Officer, Retread Plant Superintendent and Assistant Stores Manager (Inventory Management and Administration) (Personal), are currently vacant and do not have functional requirement at the Corporation. We are, therefore, abolishing these grades.

Recommendation 7

66.28 We recommend that the grades of General Manager's Personal Driver (Personal), Assistant Stores Officer (Personal), Computer Operator, Purchasing and Supply Officer (Personal), Data Entry Supervisor (Personal), Programme/Training Officer, Retread Plant Superintendent and Assistant Stores Manager (Inventory Management and Administration) (Personal) be abolished.

66. NATIONAL TRANSPORT CORPORATION SALARY SCHEDULE

NTC 1 : 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

Office Attendant

NTC 2 : 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

Head Office Attendant

NTC 3 : 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

Telephone Operator/Receptionist

NTC 4 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000

Word Processing Operator

66. NATIONAL TRANSPORT CORPORATION (Contd)

NTC 5 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerical Officer/Higher Clerical Officer

NTC 6 : 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

IT Support Officer (New Grade)

NTC 7 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

NTC 8 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
Executive Officer (Personal to officers in post as at 31.12.15)

NTC 9 : Rs 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Traffic Controller (Personal to incumbent in post as at 30.06.08)

NTC 10 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300

Senior Computer Operator (Personal)

NTC 11 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

NTC 12 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Financial Operations Officer
formerly Financial Officer
Procurement and Supply Officer

NTC 13 : Rs 25000 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Senior Traffic Controller

66. NATIONAL TRANSPORT CORPORATION (Contd)

- NTC 14 : 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 (New Grade)
- NTC 15 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer
- NTC 16 : 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**
Technical Officer (Electrical and Electronics)
- NTC 17 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
- NTC 18 : 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
- NTC 19 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Industrial Relations Officer
- NTC 20 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200**
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
- NTC 21 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
NTC Regional Manager
Traffic Planner
- NTC 22 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Systems Analyst

66. NATIONAL TRANSPORT CORPORATION (Contd)

NTC 23 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400

Corporate Secretary (New Grade)

NTC 24 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Accountant/Senior Accountant
formerly Accountant
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

NTC 25 : Rs 31525 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 Manager (New Grade)
IT Manager
formerly Head IT Support Services
Mechanical Engineer/Senior Mechanical Engineer

NTC 26 : Rs 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Procurement and Supply Manager

NTC 27 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Financial Controller
HR Manager

NTC 28 : Rs 57600 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375

Chief Engineer
Traffic Manager

NTC 29 : Rs 88250 x 3125 – 97625

Deputy General Manager

NTC 30 : Rs 119500

General Manager



67. NATIONAL WAGE CONSULTATIVE COUNCIL

- 67.1 The National Wage Consultative Council (NWCC) has been set up as a body corporate by Act No. 6 of 2016. It operates under the *aegis* of the Ministry of Labour, Human Resource Development and Training, and Commerce, and Consumer Protection.
- 67.2 In the discharge of its functions, the NWCC, *inter alia*, collects and analyses data and information; conducts research; and undertakes or commissions studies on wages and related matters. The Council makes recommendations on the national minimum wage after consultations with representatives of employers and workers while having regard to various factors including the need to improve living conditions of the lowest paid workers and promote decent work, the overall economic situation and the need to protect employment and national competitiveness. It is also mandated to evaluate the effect of the introduction of a national minimum wage on various economic indicators.
- 67.3 During consultation, Management informed that the organisation has only the grade of Executive Director on its establishment which is presently vacant. It was conveyed that on appointment of an Executive Director, other grades would, thereafter, be created on a need basis.
- 67.4 At present, an officer on secondment from the parent Ministry is acting as Officer-in-Charge of the organisation against payment of a monthly allowance. He is assisted by officers of the General Services who are also on secondment from the parent Ministry.
- 67.5 In view of the above and pending the setting up of an appropriate structure for the organisation, we are, in this Report providing the revised salary of the grade of Executive Director.

67. NATIONAL WAGE CONSULTATIVE COUNCIL

SALARY SCHEDULE

NWCC 1 : Rs 91375 x 3125 – 100750

Executive Director



68. NATIONAL WOMEN ENTREPRENEUR COUNCIL

- 68.1 Operating under the *aegis* of the Ministry of Gender Equality and Family Welfare, the National Women Entrepreneur Council (NWEC) acts as a driver and facilitator in empowering women entrepreneur. It envisions to be a reference for promoting entrepreneurship, thereby inculcating the right business culture for women in Mauritius and Rodrigues.
- 68.2 The Council's objects are, *inter-alia*, to: ensure coordination of activities of women entrepreneurs' associations; identify actions and projects that will promote entrepreneurial activities of women; evaluate and assess the needs of women entrepreneurs; establish training programmes to improve management skills and aptitudes of women entrepreneurs; and promote cooperation and research with respect to women entrepreneurship development.
- 68.3 The Secretary of the NWEC is responsible for the execution of the Council's policy as well as the control and management of its day-to-day business. He is assisted in the exercise of his functions by officers of the Administration, Technical and Finance Department and employees of the Workmen's Group.
- 68.4 In the context of this review exercise, both staff side and Management have requested for the creation of the grades of Marketing Manager, Training Manager, Receptionist/ Telephone Operator and IT Officer. Proposal also emanated from both parties for the reinstatement of the grade of Salesperson. The union members, additionally, requested for a review of salary of certain grades.
- 68.5 During consultations, the stakeholders were apprised that grades are created on the basis of operational needs; and an upward review in the salary scale of a grade is considered whenever there is an evolution in the complexity of the duties of the grade, among others. Management, on the other hand, was advised to review the existing schemes of service of grades of Business Development Officer and Business Development Assistant to incorporate training and counselling duties and also to consider the filling of existing grades on the basis of functional requirements.
- 68.6 Upon examination of all submissions made in the context of this review exercise, the Bureau is reinstating the grade of Salesperson and creating the grade of IT Instructor to enable the NWEC to proceed with its mandate.

Salesperson

- 68.7 The grade of Salesperson was made personal on the establishment of NWEC in the 2008 PRB Report and at present, there is only one incumbent. Both Management and the staff side have informed that with the opening of new kiosks, the organisation is availing the services of Trainees under the Youth Employment Programme (YEP) to handle the outlets. With the departure of these trainees, the organisation has had to train new ones. They averred that with the expansion and continuity of activities of the sales outlets, there is a dire need to reinstate the grade

of Salesperson for effective service delivery. **The Bureau is, therefore, reinstating the grade of Salesperson for check/control of transactions at the outlets.**

IT Instructor (New Grade)

68.8 During consultation, both the Management and representatives of Union have expressed that the grade of Instructor which is vacant, would no longer be required. Instead, they requested for the creation of the grade of IT Instructor to be responsible for the training of women entrepreneurs and to dispense courses on basic IT to them. The Bureau is making appropriate recommendation to enable the NWECC to endeavour its mission.

Recommendation 1

68.9 **We recommend the creation of a grade of IT Instructor against abolition of the grade of Instructor. Appointment, thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Computer Science obtained on one Certificate or passes in at least two subjects including Computer Science obtained on one Certificate at the General Certificate of Education "Advanced Level"; a Diploma in Computer Science or a Diploma in Information Technology or an equivalent qualification acceptable to the Council; and who are MQA Certified.**

68.10 Incumbent would, among others, be responsible to: promote IT Culture through training programmes and induction courses; conceive and develop training materials; ensure availability of software/materials to promote ICT; troubleshoot networks and internet problems as well as diagnose and figure out software/hardware faults; assist in the organisation of seminars, conferences and training activities; install and configure hardware and common PC-related software and provide preventive measures and technical support thereon; comply with and promote applicable security standards in relation to computer systems; carry out survey/audit of the technical features of computer equipment; and develop and maintain multimedia products and website.

68. NATIONAL WOMEN ENTREPRENEUR COUNCIL

SALARY SCHEDULE

NWEC 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

NWEC 2 : 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

Office Care Attendant

68. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd)

- NWEC 3 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- NWEC 4 : 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 – 31525**
Salesperson
formerly Salesperson (Personal to holders in post as at 30.06.2008)
- NWEC 5 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/ Higher Clerical Officer
Clerk/Word Processing Operator
- NWEC 6 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- NWEC 7 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Executive Officer (Personal to officers in post as at 31.12.15)
- NWEC 8 : 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**
Business Development Assistant
- NWEC 9 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- NWEC 10 : 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**
IT Instructor (New Grade)
- NWEC 11 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Business Development Officer (Personal to officers in post as at 30.06.08)
- NWEC 12 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Business Development Officer (Roster)

68. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd)

**NWEC 13 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200
x 1700 – 64400 x 1800 – 69800 x 2000 – 71800**

Secretary



69. NATIONAL WOMEN'S COUNCIL

- 69.1 The National Women's Council (NWC), a body corporate established under the National Women's Council Act No. 27 of 1985 as subsequently amended in 2016, operates under the *aegis* of the Ministry of Gender Equality and Family Welfare. The objects of the Council are to promote women's empowerment and gender equality; ensure and promote the active participation of women in the social, economic and political fields in order to further their overall empowerment; and provide a platform for women to voice their needs, concerns and aspirations.
- 69.2 As head of the NWC, the Manager is responsible for the execution of the policy of the Board and the day-to-day control and management. He also acts as Secretary to the Board and he is assisted in his functions by officers of the professional and technical cadres and the support services are provided by officers of the General Services grades and employees of the Workmen's Group.
- 69.3 In the context of this review exercise, representations have been received from the staff side for the merging of the grades of Supervisor and Programme Assistant; the upgrading of entry qualifications requirements for the grades of Family Support Officer, Programme Assistant, Programme Officer, and Programme Coordinator; and the review of salary of certain grades. The creation of a supervisory level for the Dress Making Unit was also canvassed.
- 69.4 In its submission, Management highlighted the need for the creation of the grades of Assistant Manager, Assistant Procurement and Supply Officer, Human Resource Management Officer, HR Assistants, IT Support Officer, Administrative Support Officer, Accountant, Procurement and Supply Officer, IT Officer/System Administrator and Secretary. The merging of the grades of Office/Field Assistant with Family Support Officer; General Worker with Office Attendant; and Programme Officer with Programme Coordinator were also proposed.
- 69.5 During consultations, stakeholders were informed that upgrading of qualification requirements of a grade depends on the functions thereto attached. Further request for creation of grade is entertained on the basis of operational need of the organisation; merging of grade is effected wherever demarcation of activities between two grades are blurred and no longer warranted or the two grades are similar in terms of entry requirements and duties and responsibilities; and salary would be looked into holistically.
- 69.6 For this review exercise, the Management of NWC was requested to provide further information and justification sustaining the request for the creation of the grades of Assistant Procurement and Supply Officer and IT Support Officer. **However, at a later stage, the Bureau was apprised that Management would not proceed further with its demands. Consequently, the organisation structure of the NWC is being maintained.**

Human Resource Officer/Senior Human Resource Officer

69.7 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Adult Literacy Instructor/Instructress**Family Support Officer**

69.8 At present, officers in the grade of Family Support Officer are granted loan facilities for the purchase of a car of up to eight years old. We are extending this provision to incumbents in the grade of Adult Literacy Instructor/Instructress.

Recommendation 1

69.9 **We recommend that officers in the grades of Adult Literacy Instructor/Instructress and Family Support Officer who hold a substantive appointment in their respective grade and who are required to perform regularly extensive field duties be granted loan facilities for the purchase of a car as per provision made at paragraph 16.2.45 (g) in Chapter Travelling and Car Benefits of Volume 1 of this Report.**

69. NATIONAL WOMEN'S COUNCIL**SALARY SCHEDULE**

NWC 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

NWC 2 : 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

Office Attendant

Office/Field Assistant

NWC 3 : 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 – 25525

Craft Instructor

NWC 4 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant

NWC 5 : 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

Driver (Heavy Vehicles above 5 tons)

69. NATIONAL WOMEN'S COUNCIL (Contd)

- NWC 6 : 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 – 31525**
Dressmaking Teacher
- NWC 7 : 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 – 33175**
Clerk, National Women's Council (Personal)
- NWC 8 : 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**
Adult Literacy Instructor/Instructress
Family Support Officer
- NWC 9 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
Programme Assistant
- NWC 10 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Senior Dressmaking and Craft Teacher
- NWC 11 : 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**
Supervisor, Women's Association
- NWC 12 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- NWC 13 : Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Extension Officer (Personal) (Ex-SMEDA)
- NWC 14 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Executive Officer (Personal to incumbent in post as at 31.12.15)

69. NATIONAL WOMEN'S COUNCIL (Contd)

NWC 15 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Programme Officer

NWC 16 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Accounts Officer

NWC 17 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100

Human Resource Officer/Senior Human Resource Officer

NWC 18 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Programme Coordinator

NWC 19 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800

Manager



70. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

- 70.1 Operating under the *aegis* of the Ministry of Arts and Cultural Heritage, the main objectives of the Nelson Mandela Centre for African Culture Trust Fund (NMCACTF) are, *inter alia*, to: collect, publish and disseminate information with respect to the African and Creole arts and culture; organise lectures, seminars, workshops, exhibitions; finance projects for the benefit of descendants of slaves; and conduct sensitisation campaigns to motivate relevant stakeholders locally and internationally.
- 70.2 In delivering on its mandate, the Director, who is at the helm of the organisation, is assisted by an array of technical, administrative and supportive staff. In the last review exercise, a grade of Receptionist/Telephonist was created to enable the NMCACTF to respond to callers in an efficient manner.
- 70.3 For this review, representations have been made for the creation of the grade of Management Support Officer and amending the scheme of service of the grade of Confidential Secretary. Clarifications were also sought on issues related to conditions of service.
- 70.4 During consultation, Management was informed that the creation of the grade of Management Support Officer is not warranted, the moreso, it was observed that most of the existing grades on the establishment of the Fund were vacant. They were, however, advised to increase the number of posts of the grade of Clerk/Word Processing Operator in the first instance as well as fill in vacant posts, to which Management subscribed. They were also apprised that the onus for amending scheme of service rests with Management and relevant explanations were provided on the issue of conditions of service.
- 70.5 The present structure is, therefore, fit-for-purpose and should continue to prevail.

Abolition of Grade

- 70.6 Management has submitted that the grade of Secretary's Assistant is vacant and would no longer be required. **We are, therefore, abolishing this grade.**

70. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

SALARY SCHEDULE

NMCAC 1 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050

Cultural Adviser
Cultural Animator

NMCAC 2 : 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 - 26725

Handy Worker (Semi Skilled)

70. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND (Contd)

**NMCAC 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Handy Worker

**NMCAC 4 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator
formerly Receptionist/Telephonist

**NMCAC 5 : 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 x 825 - 31525**

Audio Visual/Public Address Operator

**NMCAC 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator

**NMCAC 7 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 41250**

Documentation Officer

**NMCAC 8 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**NMCAC 9 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Accounts Officer

**NMCAC 10 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary
Events Management Officer
Research Officer

**NMCAC 11 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800**

Head, Documentation and Research

70. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND (Contd)

NMCAC 12 : Rs 94500

Director



71. OPEN UNIVERSITY OF MAURITIUS

- 71.1 The Open University of Mauritius (OUM), a body corporate operating under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, is mandated to advance and disseminate learning and knowledge through a diversity of means with emphasis on information and communication technologies and to be the focal point for the provision of open and distance learning in Mauritius. Its main objects are, *inter alia*, to: provide wider opportunities for education and training, through open and distance learning to the population, and promote lifelong learning; encourage the use of open and distance learning at all levels of education and training through collaboration, optimal use of existing resources and good practices; and encourage and promote scholarship as well as conduct research and development in educational technology and related matters.
- 71.2 The overall administration of the organisation rests with the Director-General who is the chief executive and academic officer of the University. He is supported, in the daily discharge of his duties, by Directors of the different divisions, namely Academic Affairs, Multimedia and ICT Services, Open School, Quality Assurance and Capacity Building and the Language Institute as well as other heads of Department and by a complement of officers in different grades including academics and non-academics.
- 71.3 Unions/Staff Associations made representations relating to, among others, the setting up of an incentive scheme for academics as obtainable in other public institutions; creation of a few grades to facilitate service delivery and as a career path for serving officers; payment of extra allowances; and provision of enhanced conditions of service to a few positions. We also received representations from the staff side which primarily consisted of: aligning salaries with what obtains for academics; restyling of certain positions; and payment of an allowance for performing additional duties.
- 71.4 Management's main proposals were geared towards: alignment of salaries with those of comparable grades in other public institutions; creation of a plethora of grades in the different divisions, including core ones, as well as those at the supporting levels, so as to improve organisational efficiency and fill the gaps in the structure; and restyling of a few grades to establish a clear demarcation of responsibilities at specific job positions. Additionally, they requested for the merging of grades to reduce superfluous levels and introduction of an incentive scheme for academics.
- 71.5 Further to the proposals from Management to create a multitude of grades coupled with the problems which arose while framing the schemes of service of new grades in the context of the integration exercise to absorb employees of the ex-Mauritius College of the Air (MCA) into the OUM, working sessions were held, comprising representatives of the Bureau, Management, Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology and Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR). Following the working sessions,

additional grades have been created on an *ad hoc* basis, whilst a few others have been established in this Report.

- 71.6 In examining the proposals for the creation of an array of grades, the Bureau took into consideration, among others: any urgency to create the grade; functional need for each grade; a strengthening at lower levels in a cadre would be more appropriate; the establishment size at each level of the cadre; and whether certain positions may be filled on a contractual basis on efficiency grounds.
- 71.7 Whilst parties concerned have been made aware of the outcome of most of their demands during consultative meetings, it is to be highlighted that: in the context of a new Report, the relative worth of a job is re-assessed on the basis of newly written and duly filled in Job Description Questionnaires by incumbents in the different grades and in most cases, this exercise has proved that there is no need for an upward review in salary; research is one important element in the academia and is an integral part of the job of academics and thus, creation of dedicated grades to conduct part of the duties of academics would not be appropriate at this stage; and a few requests made by the Unions pertained to internal issues which should be dealt with administratively.
- 71.8 We are, therefore, in this Report making appropriate recommendations for proposals which have been found to be meritorious. In this respect, we are strengthening the structure of the OUM through the creation of several grades to facilitate its proper functioning; restyling the grade of Public Relations Officer to a more appropriate appellation along with an enlargement of its duties; phasing out grades which would no longer be required in a university environment; restructuring the Graphics, Printing and Publishing Unit as well as the Library; providing for the setting up of an incentive scheme for academics; revisiting the provision on academic attainment whilst providing some guidelines to ease its implementation; and payment of an allowance to academics for being assigned the duties of Research and Planning Manager on a rotational basis, whilst maintaining certain existing provisions. Moreover, the position of Director-General has been reassessed based on the actual duties and responsibilities devolving upon incumbent. We have resultantly reviewed the salary and consequently, the monthly *ad hoc* allowance as approved by the High Powered Committee should lapse as from the effective date of implementation of this Report.

Deputy Director-General (New Grade)

- 71.9 The OUM is presently headed by a Director-General who is supported in his duties by Directors of the different divisions, namely Academic Affairs; Language Institute; Multimedia and ICT Services; Open School; and Quality Assurance and Capacity Building. Given that there has been an increase in student population and expansion of activities at the University, we viewed the proposal to create a grade of Deputy Director-General to be justified, whereby incumbent would deputise for the Director-General in the day-to-day management of the University at strategic level and to implement the Africa Strategy, among others. However, we equally hold that for maximum efficiency to prevail, the duties devolving upon the grade of Director

(Academic Affairs), which is vacant, should be taken over by the Deputy Director-General. We are making recommendations to that end.

Recommendation 1

71.10 We recommend the creation of a grade of Deputy Director-General. Appointment thereto should be made by selection from among candidates possessing a PhD or an equivalent qualification acceptable to the Board and who reckon an aggregate of at least 15 years' experience in tertiary education and research environment at senior academic and senior management levels with relevant research record.

71.11 Incumbent would be responsible to deputise and assist the Director-General in the implementation of policies of the Board, strategic goals and objectives of the University in line with its vision and mission. He would be required, *inter alia*, to: report to the Director-General; deputise for the Director-General, as and when required; assist in exercising control over the affairs of the University; assist in the formulation of the University's overall strategies and policies related to academics; implement the internationalisation strategy of the University; manage databases of part-time tutors and examiners; manage the study centres; ensure excellence in all dimensions of the University's academic and research programmes and activities; participate in the management of OUM's programmes and projects; and develop, deliver learning materials, acquire and adapt open educational resources. In addition, incumbent would be called upon to perform the duties devolving upon the grade of Director (Academic Affairs).

71.12 We further recommend that:

- (i) pursuant to the creation of the grade of Deputy Director-General, consequential amendments should be brought to the scheme of service of the grade of Director-General; and**
- (ii) with the creation of the grade of Deputy Director-General, necessary amendments should be brought to the OUM Act 2012 given the grade of Director (Academic Affairs) would no longer be required.**

Professor (New Grade)

71.13 One of the strategic objectives of the OUM is to advance and disseminate learning and knowledge through a diversity of means with emphasis on information and communication technologies and the variety of courses offered by the University from foundation to doctoral level. In this context, Management has requested to reinforce the structure of the academics with the creation of a grade of Professor given its endeavour to provide internationally recognised quality higher education.

71.14 After carefully examining the request, we consider same to be meritorious given the importance of such a position in a University. We are, therefore, recommending along these lines.

Recommendation 2

71.15 We recommend the creation of a grade of Professor. Appointment thereto should be made by selection from among officers in the grade of Associate Professor on the establishment of the Open University of Mauritius who possess a Master's Degree in a relevant field of study and an earned Doctorate or an equivalent qualification acceptable to the Board and who reckon at least five years' experience in a substantive capacity in the grade and an aggregate of at least 15 years' experience in teaching, consultancy and research at tertiary level. In the absence of qualified candidates, the grade should be filled by selection from among candidates who possess the required qualifications and reckon at least 15 years' experience in teaching, consultancy and research at tertiary level.

71.16 Incumbent would be called upon to demonstrate and foster excellence in research, teaching, supervision, materials development, industrial collaboration, learning and policy development for scholarship, programmes and high level professional training at the University and would be required, *inter alia*, to: contribute to the University's development in teaching and learning, scholarship, programme developments, research, supervision and high level professional training development; promote and lead research project and consultancies; engage fully in teaching on the sessions and face-to-face tutorials at high academic level; publish research and scholarly work in journals, periodicals, books, among others; lead the development of staff within the division; assist in the setting up of links with Government bodies, industry, commerce and other universities and provide expertise and achieve knowledge transfer with these bodies; and contribute to the expansion of the range of activities of the University.

Marketing and Public Relations Manager (New Grade)

Marketing and Public Relations Officer

formerly Public Relations Officer

71.17 At present, the grades of Marketing and Development Officer and Public Relations Officer exist on the establishment of the OUM. Management has proposed to create a grade of Marketing and Public Relations Manager to lead the Marketing Unit and manage the marketing strategies as well as to conform with the recommendation of the former Tertiary Education Commission Quality Assurance Audit for filling of key vacant posts at senior management level. The Union made a proposal in the same line and in addition requested for a new grade of Marketing and Public Relations Officer.

71.18 After duly examining the requests and the present structure of the Marketing Unit, which consists of one Marketing and Development Officer and the grade of Public Relations Officer, which is vacant, we hold that it would be more appropriate for Management to rename the Unit as Marketing and Public Relations Unit. The latter would be headed by a Marketing and Public Relations Manager, whereby incumbent would be supported by officers in the polyvalent grade of Marketing and Public Relations Officer *formerly Public Relations Officer* and the grade of Marketing and

Development Officer be made evanescent. We are making appropriate recommendations in that direction.

Recommendation 3

71.19 We recommend the creation of a grade of Marketing and Public Relations Manager. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Marketing and Management or Management or Administration or Business Administration or an equivalent qualification acceptable to the Board; and who reckon at least eight years' post-qualification experience in the field of public relations and marketing or in a related field.

71.20 Incumbent would be responsible for the development and implementation of marketing and public relations strategies to advance the mission and vision of the University and would be required, *inter alia*, to: manage the Marketing and Public Relations Unit; develop marketing plans, public relations activities, creative briefs for the University's press advert amongst others; organise open days, career fairs and exhibitions; create partnerships and identify potential markets; supervise the development of communication and marketing materials; supervise marketing research; and manage the University's brand and reputation.

71.21 We further recommend that:

- (i) the grade of Public Relations Officer be restyled Marketing and Public Relations Officer and its duties be enlarged to include those related to Marketing;**
- (ii) the grade of Marketing and Development Officer be made evanescent and a personal salary is being provided for incumbent; and**
- (iii) in future, appointment to the grade of Marketing and Public Relations Officer, formerly Public Relations Officer, be made by selection from among candidates possessing a Degree in Communication Studies or Marketing Management or English or French or Law or Psychology or an equivalent qualification acceptable to the Board and reckoning an aggregate of at least two years' post qualification experience in the field of public relations and marketing or in a related field.**

71.22 Incumbent would be required, among others, to: assist the Marketing and Public Relations Manager to formulate marketing and public relations strategies/policies and ensure their implementation at the University; be responsible under supervision to design and implement appropriate marketing tools for the University, develop and ensure effective operation of customer feedback mechanisms; prepare corporate public relations materials; contribute to the enhancement of the University's website, presence in social media and develop the University's public profile, both locally and internationally; commission and monitor the production of audio visual spots and advertisements for the promotion of the University; assist in matters related to foreign students and overseas visitors; write texts/articles for all communication materials; and

devise media plans and liaise with media for all news releases, press coverage, as and when required.

- 71.23 We additionally recommend that Management of the OUM should carry out a Human Resource Planning exercise as per recommendation made in the Introductory Chapter of this Volume prior to increasing the establishment size of the grade of Marketing and Public Relations Officer formerly Public Relations Officer, for a better service delivery.**

Assistant Systems Analyst/Programmer (New Grade)

71.24 The ICT Unit of the OUM is presently manned by a Systems Analyst/Senior Systems Analyst who is supported by Assistant Systems Analysts. Management has submitted that the existing structure of the Unit does not enable the organisation to deliver efficiently and effectively on its mandate. Request has, therefore, been made for the creation of a series of grades to strengthen its present set up. The staff side has, among others, proposed for the creation of a grade of Analyst/Programmer to improve service delivery.

71.25 Given that the grades of Information Technology Manager, Systems Engineer and Web Multimedia Developer/Communication Designer have been created on an *ad hoc* basis, we consider that the ICT Unit has been strengthened enough at managerial and professional level. However, we view that at sub-professional level, there is need for a merged grade of Assistant Systems Analyst/Programmer in line with the representations made by the Union. In addition, for more efficiency, we are phasing out the grade of Assistant Systems Analyst with a view to eliminating any duplication of duties that may arise with the creation of the merged grade.

Recommendation 4

- 71.26 We recommend the creation of a grade of Assistant Systems Analyst/Programmer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Information Systems or Computer Science or Computer Studies or Software Engineering or Computer Engineering or an equivalent qualification acceptable to the Board and who reckon at least two years' post qualification experience in object oriented programming techniques; ASP/PHP, HTML, Java Script, jQuery; reporting tools like Crystal Report and database management tools.**

71.27 Incumbent would be required, *inter alia*, to: assist the Systems Analyst/Senior Systems Analyst or any other officer in relevant professional grades at the Unit in the performance of his/her duties; assist in the design, development, maintenance and implementation of IT systems; assist in maintaining, upgrading and updating the website of the University; provide technical assistance; attend to complaints received; ensure compliance with ICT standards, guidelines and methodologies; participate in all stages of software development life cycle; develop code, test and implement new software applications; program modules according to specifications; and backup servers and provide support to end-users.

71.28 We further recommend that:

- (i) **officers in the grade of Assistant Systems Analyst be given the option to join the new grade of Assistant Systems Analyst/Programmer and on joining be granted one increment at the salary point reached in their salary scale subject to the top salary of the new grade; and**
- (ii) **the grade of Assistant Systems Analyst be made evanescent. A personal salary has been provided to incumbents.**

71.29 We additionally recommend that officers in the grade of Assistant Systems Analyst/Programmer who possess a Degree in Information Technology or Information Systems or Computer Science or an equivalent relevant qualification, should be allowed to move incrementally in the Master Salary Scale by one increment, provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

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

71.30 As per present working arrangements, an Administrative Officer is posted in the HR Unit to look into HR and related issues at the OUM. Management has submitted that there is need to create the grades of Manager HR and Human Resource Management Officer (HRMO) so as to better equip the organisation to address HR matters. Proposal was also made for the creation of the grades of Training and Development Manager and Training and Development Officer for the effective implementation, management and coordination of training and development issues of both academic and non-academic staff of the OUM.

71.31 Whilst examining the proposals, we took into account that training and development is an HR function which does not necessarily warrant the creation of dedicated full-time grades to perform these tasks. Moreover, with the creation of a grade of HRMO on an *ad hoc* basis, we hold that creation of a managerial position, namely Manager HR, would not be appropriate at this stage. We, however, consider that there is need to strengthen the HR structure at a lower level to improve service delivery.

71.32 We are, therefore, providing a level of Human Resource Officer/Senior Human Resource Officer to assist the Human Resource Management Officer.

Recommendation 5

71.33 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment to the grade and duties to be performed should be in line with the recommendation made in the Introductory Chapter of this Volume.

71.34 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Safety and Health Officer/Senior Safety and Health Officer (New Grade)

71.35 The Bureau has been apprised that based on the staff strength of the organisation, there is need for a full-time Safety and Health Officer to look into health and safety issues at the OUM, as per the provision of the Occupational Safety and Health Act. We consider that there is merit in the request and are recommending accordingly.

Recommendation 6

71.36 We recommend the creation of a grade of Safety and Health Officer/Senior Safety and Health Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Occupational Health and Safety or Occupational Safety and Health Management or an equivalent qualification acceptable to the Board.

71.37 Incumbent would, *inter alia*, be required to: inspect all places of work within the University, assess all risks and make recommendations thereon; facilitate compliance with legislation related to occupational safety and health in the University; assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures; assist in the formulation of policies relating to safety and health; act as Secretary to safety and health committees, as and when required; and perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation.

Maintenance Officer (New Grade)

71.38 Management has informed that there is functional need for a grade of Office Superintendent to look into, among others, issues relating to office accommodation, furniture and equipment, maintenance of building and physical environment of the University.

71.39 During consultation, Management was apprised that based on the nature of duties that incumbent would be called upon to perform, a grade of Maintenance Officer would be more appropriate, to which they were agreeable. We are, therefore, providing for such a position.

Recommendation 7

71.40 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification acceptable to the Board and who reckon at least three years' experience in building construction/electrical works.

71.41 Incumbent would be responsible, *inter alia* for: maintenance and repairs of plant, furniture and equipment; maintenance and upkeep of the grounds, buildings and related infrastructure; and distribution and supervision of work. Incumbent would also be required, among others, to: plan, design, execute, supervise and monitor civil engineering works; guide, supervise and control maintenance staff; assist in feasibility

studies and preparation of tender documents; and make regular inspection of existing infrastructure and submit reports thereon.

Restructuring of the Graphics, Publishing and Printing Unit

- 71.42 At present, the Graphics, Publishing and Printing Unit is headed by a Head Graphics, Publishing and Printing (Personal) who is supported in the performance of his duties by officers in the grades of Printing Officer (Personal), Senior Printing Officer, Graphics Artist/Graphics Officer (Personal).
- 71.43 Whilst examining the existing structure of the Unit, particularly after taking into account the mandate and functions of the OUM, we consider that it would not be rational to maintain same in a university context. We acknowledge that such a structure may have been appropriate at the ex-MCA, given its functions. Moreover, we noted a major overlapping of duties at the different levels, which in turn rendered a few superfluous. We, therefore, opine that there is an imperative need for a fit for purpose structure which would effectively meet the requirements of a university. We are, thus, providing for a revamped three-level structure at this stage, to service the Graphics, Publishing and Printing Unit.

Printing Operator (New Grade)

Recommendation 8

- 71.44 We recommend the creation of a grade of Printing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; the Certificate in Printing Technology or Printing Administration or National Trade Certificate (Level 3) of the Mauritius Institute of Training and Development (MITD) in any one of the following fields: Printing, Plate Making and Machine Printing, Print Finishing and Book Binding, Pre-Press or National Certificate (Level 3) of the MITD in any one of the following fields: Plate Making and Machine Printing, Print Finishing, Pre-Press or an equivalent qualification acceptable to the Board; and reckoning at least two years' post-qualification experience in operating reprographic printing and finishing equipment.**
- 71.45 Incumbent would, *inter-alia*, be required to: operate and maintain reprographic, printing and finishing equipment; keep records of work in the reprographic, printing and finishing units; undertake film mounting and process engraving operations, printing and finishing; and assist in the preparation of cost estimates of orders.

Printing Officer (New Grade)

Recommendation 9

- 71.46 We recommend the creation of a grade of Printing Officer. Appointment thereto should be made by selection from among officers in the grade of Printing Operator reckoning at least four years' service in a substantive capacity in the grade and who possess a Diploma in Printing Technology or Printing Administration or an equivalent qualification acceptable to the Board. In the**

absence of qualified serving officers, appointment to the grade should be made by selection from among outside candidates possessing the required qualification and reckoning at least four years' experience in the related field.

71.47 Incumbent would be required, *inter alia*, to: establish standards of printing quality and ensure, that at every stage of production, the quality standard is maintained; cost, estimate and control the output of work performed; be responsible for origination, printing and finishing of printed materials; liaise with officers of other Divisions and advise on the best and most cost-effective printing methods; and undertake job planners and scheduling tasks.

71.48 We further recommend that the new grade of Printing Officer be filled after the phasing out of the grade of Printing Officer (Personal).

Graphics Artist/Senior Graphics Artist (New Grade)

Recommendation 10

71.49 We recommend the creation of a grade of Graphics Artist/Senior Graphics Artist. Appointment thereto should be made by selection from among serving officers of the OUM possessing a Diploma in Graphics Design or Graphics Art or Design and Technology as a major component or Fine Arts or an equivalent qualification acceptable to the Board and reckoning at least two years' post-qualification experience in operating Hardware and Graphics Software for Macintosh and Personal Computer Platform. In the absence of qualified serving officers, appointment to the grade should be made by selection from among outside candidates possessing the required qualifications and reckoning at least two years' post-qualification experience in the related field.

71.50 Incumbent would be required, among others, to: make use of appropriate equipment and techniques including photographic works; provide graphics for multimedia use; undertake photography assignments for the University; operate Macintosh/Personal Computer Graphics Stations and other graphics equipment; and provide motion graphics for video programmes.

Restructuring of the Library

71.51 At present, the Library services at the OUM are being dispensed by officers in the grades of Assistant Documentation Officer, Documentation Officer, Senior Documentation Officer, Library Officer, Librarian and Head, Library Services.

71.52 For this Report, the staff side has requested to merge the grades of Assistant Documentation Officer and Documentation Officer and restyle the merged grade as Library Officer. We wish to point out that the grade of Library Officer exists as a supervisory level at the OUM. In this perspective, we view the proposal to restyle the grades of Assistant Documentation Officer and Documentation Officer to Library Officer to be inappropriate. Moreover, we have observed that with the advent of an Open University, duties relating to documentation have been diluted in terms of functional importance.

71.53 To this end, we consider it essential to restructure the Library in line with the mandate and objectives of the OUM and are, therefore, making appropriate recommendations.

Recommendation 11

71.54 We recommend that:

- (i) the grades of Assistant Documentation Officer and Documentation Officer be merged and restyled Assistant Documentation Officer/Documentation Officer and made evanescent;**
- (ii) the Senior Documentation Officer be given the option to join the grade of Library Officer;**
- (iii) the grade of Senior Documentation Officer be made evanescent;**
- (iv) the scheme of service of the grade of Library Officer be reviewed to cater for an enlargement of duties so as to incorporate those related to documentation; and**
- (v) appointment to the grade of Library Officer should, henceforth, be made by promotion, on the basis of experience and merit, of officers in the merged grade of Assistant Documentation Officer/Documentation Officer (Personal). Upon the phasing out of the grade of Assistant Documentation Officer/Documentation Officer (Personal), appointment thereto should be made by selection from among candidates possessing a Diploma in Library and Information Science or a Diploma in Information and Library Studies or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Board.**

71.55 We further recommend that:

- (i) Management should carry out a Human Resource Planning exercise as per recommendation made in the Introductory Chapter of this Volume prior to increasing the establishment size of the grade of Library Officer for an enhanced service delivery; and**
- (ii) should the need arise in future, Management may contemplate creating a grade of Library Clerk, upon the gradual depletion of the merged grade of Assistant Documentation Officer/Documentation Officer (Personal).**

Movement for Administrative Officers

71.56 At present, Administrative Officers who have remained on top of their salary scale for one year are allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 62,950, subject to satisfying certain performance criteria. We are recommending for its continued application while revising the salary point.

Recommendation 12

71.57 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 per provision made in the Introductory Chapter of this Volume.

Incentive Scheme

71.58 In line with what obtains in the academia, both Management and staff associations have requested for the setting up of an incentive scheme at the OUM so as to motivate academics to deliver beyond expectations and strive for excellence.

71.59 We consider that since the OUM is a growing university, there is need for the establishment of an Incentive Scheme for the benefit of academics. We are, therefore, recommending accordingly.

Recommendation 13

71.60 We recommend that:

- (a) the Open University of Mauritius in consultation with the Higher Education Commission, may, subject to availability of funds:**
 - (i) evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius;**
 - (ii) consider the advisability of granting an allowance to academics for supervising MPhil/PhD students; and**
 - (iii) consider the advisability or otherwise of granting an allowance to academics regularly lecturing at Master's level;**
- (b) the Open University of Mauritius may further consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those prescribed for the respective grades and for wide proven experience in their field as per provision made at paragraph 16.9.10 under the Chapter Incremental Credit and Higher Qualification Incentive of Volume 1 of this Report;**
- (c) academics holding a PhD Degree recognised by the Board should be granted four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months; and**
- (d) the Open University of Mauritius in consultation with the State Insurance Company of Mauritius Ltd should evolve an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.**

Allowance for performing duties of a Research and Planning Manager

71.61 Management requested for the creation of a grade of Research and Planning Manager so as to give a boost to the area of research. After examining the proposal, we consider that for a more judicious use of resources it would be more appropriate for the duties of the proposed grade to be assigned to an academic, against payment of an allowance. We are recommending accordingly.

Recommendation 14

71.62 We recommend that:

- (i) an academic staff of an appropriate level be assigned, on a rotational basis, the additional duties which would normally devolve upon a Research and Planning Manager; and**
- (ii) the academic assigned the above mentioned duties be paid a monthly allowance equivalent to the value of two increments at the salary point reached in the salary scale.**

Sabbatical Leave Scheme

71.63 Sabbatical Leave, which may be spent abroad and/or locally, is normally granted to academics to enable them to devote time on scholarly research and keep abreast of new developments in their field as well as for staff development.

71.64 The Bureau, in its 2016 Report, recommended the advisability of setting up of a sabbatical leave scheme for academic staff at the University. During consultations with staff associations and Management, we have been informed that this recommendation has not yet been implemented. We view that it is important for academics to be able to avail of sabbatical leave for their personal and professional development. We are, therefore, recommending accordingly.

Recommendation 15

71.65 We again recommend that the Open University of Mauritius should consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff.

Consultancy Services

71.66 To foster and encourage a research culture and consultancy works, in our last Report we introduced payment in respect of research and consultancy carried out by specifying the distribution ratio of the net income between academics and supporting staff and the University. As this arrangement suits both parties, it is being maintained.

Recommendation 16

71.67 We recommend that the distribution ratio of the net income between academic and supporting staff and the University should be:

- (i) 2:1 for Research and Consultancy; and**
- (ii) 4:1 for short courses, seminars and workshops.**

Private Work for Registered Professionals

Recommendation 17

71.68 We recommend that academic staff, who are registered professionals should be allowed to exercise their profession, provided that it is done outside their normal working hours and is not in conflict with their work at the University.

Duty Free Facilities

Recommendation 18

71.69 We recommend that Senior Lecturers reckoning at least 14 years' service in the Cadre should be entitled to car benefit as per provision at paragraph 16.2.15 (No. 2) of Volume 1 of this Report though drawing a salary in a scale the maximum of which is less than Rs 94500.

Special Provision for Academics

71.70 Academics below the grade of Professor who have remained on top of their revised salary scale for a year are presently allowed to proceed incrementally in the Master Salary Scale up to a maximum of two additional increments, subject to satisfying a few performance criteria. We are maintaining this provision.

Recommendation 19

71.71 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

Academic Attainment

71.72 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 20

71.73 We recommend that as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

71.74 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;**
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and**
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.**

71.75 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 71.73 above in year 2024, the provision on academic attainment made at paragraph 62.16 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 71.74 above should apply to determine such attainment; and**
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 71.71 above shall deem to be the new top salary.**

Political Activities

71.76 As per present provision, full-time employees of the University are not allowed to participate in active politics. We are reiterating this recommendation with a view to ensuring the continued smooth running in the operations of the OUM.

Recommendation 21

71.77 We recommend that full-time employees of the Open University of Mauritius should not be allowed to participate in active politics.

71. OPEN UNIVERSITY OF MAURITIUS
SALARY SCHEDULE

- OUM 1 : Rs 21150**
Safety and Health Officer (Part-Time) (Personal)
- OUM 2 : 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
- OUM 3 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Surveillant
formerly Security Guard
- OUM 4 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950**
Office Attendant
- OUM 5 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- OUM 6 : 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**
Driver/Office Attendant (on roster)
Handyworker/Tradesman (Skilled)
- OUM 7 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Senior/Head Office Attendant
- OUM 8 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephone Operator
- OUM 9 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Senior Handyworker/Tradesman (Skilled)

71. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 10 : 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 – 31525

Printing Operator (New Grade)

OUM 11 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/ Word Processing Operator

OUM 12 : 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 – 36550

Technician (Audio Video Production) (Personal)

Technician (Engineering and Technology Services) (Personal)

OUM 13 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

OUM 14 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Assistant Financial Operations Officer

Assistant Procurement and Supply Officer

Purchasing and Supply Officer (Personal)

OUM 15 : Rs 21150 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350

Technician (Audio Video Production) [Personal to Technicians (Operations) of ex-MCA]

Technician (Engineering & Technology Services) [Personal to Technicians (Engineering Services) of ex-MCA]

OUM 16 : 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 – 41250

Assistant Documentation Officer/Documentation Officer (Personal)

formerly Assistant Documentation Officer

Documentation Officer

OUM 17 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

71. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 18 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Higher Executive Officer (Personal)
Financial Operations Officer
Procurement and Supply Officer

OUM 19 : 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

OUM 20 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100

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

OUM 21 : 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

Assistant Systems Analyst (Personal)
Library Officer
Maintenance Officer (New Grade)
Printing Officer (New Grade)

OUM 22 : Rs 23025 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 QB 44800 x 1300 – 46100 x 1575 – 47675

Senior Technician (Engineering and Technology Services)

OUM 23 : Rs 23025 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

Senior Technician (Audio Video Production)

OUM 24 : Rs 25000 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

Printing Officer (Personal)

OUM 25 : Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

Senior Technician (Audio Video Production) (Personal to Senior Technician (Operations) of ex-MCA)
Senior Technician (Engineering & Technology Services) (Personal to Senior Technician (Engineering Services) of the ex-MCA)

71. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 26 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Documentation Officer (Personal)
- OUM 27 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Financial Operations Officer
Senior Procurement and Supply Officer
- OUM 28 : 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 (New Grade)
- OUM 29 : 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 – 54200**
Assistant Systems Analyst/Programmer (New Grade)
Graphics Artist/Senior Graphics Artist (New Grade)
- OUM 30 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600**
Principal Financial Operations Officer
- OUM 31 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 59300 QB 61000 x 1700 – 62700**
Audio Video Executive
Technical Executive (Engineering and Technology Services)
- OUM 32 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer
Copy Editor
Examinations Officer
Human Resource Management Officer
Instructional Systems Designer
Marketing and Public Relations Officer
formerly Public Relations Officer
Quality Assurance Officer
Student Affairs Officer

71. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 33 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Librarian
Systems Engineer
Web Multimedia Developer/Communication Designer

OUM 34 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Senior Printing Officer

OUM 35 : 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

Academic Media Coordinator (Personal)

OUM 36 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Marketing and Development Officer (Personal)
Systems Analyst/Senior Systems Analyst

OUM 37 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Accountant/Senior Accountant
formerly Accountant
Internal Auditor/Senior Internal Auditor

OUM 38 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Graphics Officer (Personal)
formerly Graphics Artist/Graphics Officer (Personal)
Senior Printing Officer (Personal to officers in post as at 30.06.08)

OUM 39 : 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

Lecturer
Technical Officer/Senior Technical Officer (Research) (ex-Service Providing Institutions) (Personal)

OUM 40 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Senior Audio Video Executive
Senior Technical Executive (Engineering and Technology Services)

71. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 41 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
- Assistant Registrar
Head, Audio Video Production
Head, Engineering and Technology Services
Head Graphics, Publishing and Printing (Personal)
Head, Library Services
Information Technology Manager
Marketing and Public Relations Manager (New Grade)
Manager Consultancy, Partnership and Collaboration
Senior Academic Media Coordinator
- OUM 42 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
- Financial Controller
Senior Lecturer
- OUM 43 : Rs 52550 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
- Deputy Registrar
- OUM 44 : Rs 55900 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
- Principal Academic Media Coordinator
- OUM 45 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
- Registrar
- OUM 46 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 97625**
- Associate Professor
Director (Academic Affairs) (Personal)
Director (Language Institute)
Director (Multimedia and ICT Services)
Director (Open School)
Director (Quality Assurance and Capacity Building)
- OUM 47 : Rs 110125**
- Professor (New Grade)

71. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 48 : Rs 116375**
Deputy Director-General (New Grade)
- OUM 49 : Rs 144500**
Director-General



72. OUTER ISLANDS DEVELOPMENT CORPORATION

- 72.1 Set up as a body corporate under the Outer Islands Development Corporation (OIDC) Act No. 41 of 1982, the OIDC operates under the *aegis* of the Prime Minister's Office, Ministry of Defence, Home Affairs and External Communications and Ministry for Rodrigues, Outer Islands and Territorial Integrity. It envisions to be an organisation recognised for its excellence in the field of the Outer Islands Development.
- 72.2 The OIDC is responsible for the management and development of the islands forming part of the State of Mauritius other than Mauritius and Rodrigues. Its objectives are, *inter alia*, to promote social, environmental and human development; contribute to the upgrading of the living condition of the inhabitants of Agalega; ensure that law and order is maintained in the outer islands; and promote and contribute towards sustainable development by the use of renewable energy and of such activities that will lead to a more economic exploitation of the outer islands.

Outer Islands

Agalega

- 72.3 Situated at 1000 km North of Mauritius, Agalega comprises two islands, which are, the North and the South spanning over a total area of 2600 hectares and covered with coconut plantations. The Head of Administration in Agalega is the Resident Manager, who also ensures the maintenance of order and discipline as well as welfare of the inhabitants.

North Island

- 72.4 The North Island encompasses two villages, namely Village 25 and Village La Fourche. The main activities of the island such as the Administration, Police, Schools, Health Centre, Shops, Mauritius Telecom, Oil Mill, Meteorological Services and airstrip are centred in Village 25.
- 72.5 The Port Saint James (jetty), the National Coast Guard Post and the radar system for the surveillance of the marine zone are found in Village La Fourche.

South Island

- 72.6 There is only one village in the South Island, which is, Saint Rita Village. The island has agriculture, coconut plantation and livestock project as its main activities.

St Brandon Islands

- 72.7 St Brandon Group of Islands constitutes 28 islets lying about 400 km to the North East of Mauritius and covers a total area of 500 acres. The Archipelago supports several fishery stocks and a variety of marine, fauna and flora. There are no

permanent residents on the islands except some fishermen working on a temporary basis.

72.8 A General Manager is the Chief Executive of the Corporation and is responsible for the execution of the policy of the Board and the day-to-day management of the Corporation.

72.9 The actual combined workforce strength of the OI DC is about 200 employees who are governed by the Pay Research Bureau (PRB). Prior to the 2013 PRB Report, only a few grades of the OI DC were covered by the PRB while the rest were covered by a Collective Agreement signed between Management and representatives of the employees effective from 01 July 2008.

72.10 Management and Union of the OI DC have both made their representations for this review exercise, requesting for the creation and restyling of some grades, flexitime, mileage refund, duty free exemption, life/health insurance cover, review of scheme of service, various allowances, and salary extension. Only those proposals deemed meritorious have been retained by the Bureau. We are, thus, recommending accordingly.

Assistant Coordinator, Social Work (New Grade)

72.11 Presently, incumbent in the grade of Social Worker on the establishment of the OI DC works in Mauritius only as prescribed by the scheme of service for the grade. To ensure the implementation and follow up of work in Agalega, Management has requested for the creation of a grade of Assistant Coordinator, Social Work against the abolition of the grade of Social Worker whereby incumbent would assist the Coordinator, Social Work and would be posted on a tour of service to Agalega. We are agreeable to the proposal.

Recommendation 1

72.12 We recommend the creation of a grade of Assistant Coordinator, Social Work against abolition of the grade of Social Worker. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Board.

72.13 We further recommend that officer(s) in the grade of Social Worker in post as at the eve of the publication of this Report should be absorbed in the new grade of Assistant Coordinator, Social Work.

72.14 Incumbent would be required, *inter alia*, to assist in the organisation of informative, training and recreational activities for inhabitants of the outer islands; help in the organisation of seminars, conferences, competitions and exhibitions; work in close collaboration with governmental and non-governmental organisations for the creation of common activities for empowerment of the inhabitants; assist in the investigation and monitoring of hardship cases and make arrangement for referral

services; keep record of all cases; and assist in the organisation of awareness campaigns and information, and education as well as communication programmes. The Assistant Coordinator, Social Work would also be required to serve in Agalega.

- 72.15 With the creation of the grade of Assistant Coordinator, Social Work, there is need to bring consequential amendments to the mode of appointment of the grade of Coordinator, Social Work. We are making the appropriate provision.

Recommendation 2

- 72.16 We recommend that, henceforth, appointment to the grade of Coordinator, Social Work should be made by selection from among serving officers in the grade of Assistant Coordinator, Social Work of the Corporation, holding a Degree in Psychology or Sociology or Social Work from a recognised institution and reckoning at least four years' experience in the field of social work. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the aforementioned qualifications and experience.**

Transport Arrangement

- 72.17 It is a fact that relationship is not cemented until a face-to-face meeting is held, especially when it pertains to children and young adult. Hence, to build trust between the Assistant Coordinator, Social Work and the students from Agalega, the Bureau is of the view that frequent visits are more appropriate as compared to telephone calls.

Recommendation 3

- 72.18 We recommend that Management considers the advisability of making the necessary transport arrangements for the Assistant Coordinator, Social Work to effect visits and carry out his duties effectively and efficiently.**

Management Support Officer (New Grade)

- 72.19 Request has been made for the creation of a grade of Management Support Officer against abolition of the grade of Office Coordinator, which has remained vacant due to non-availability of suitable candidates. In line with our policy to harmonise the general services structure with what obtains in the PSBs, we subscribe to the request.

Recommendation 4

- 72.20 We recommend the creation of a grade of Management Support Officer against abolition of the grade of Office Coordinator. Appointment thereto and the duties to be performed should be in line with provisions made in the Introductory Chapter of this Volume.**

Workshop Supervisor (New Grade)

72.21 For the overall Management of its Workshop in Agalega, Management has requested for the creation of the grade of Workshop Supervisor, who would also supervise workers under his responsibility and would be tasked to submit a monthly progress report of the Section. We are agreeable to the request and are recommending accordingly.

Recommendation 5

72.22 We recommend the creation of a grade of Workshop Supervisor. Appointment thereto should be made by selection from among employees in the grade of Foreman who are working or have worked in the Mechanical Workshop and who reckon at least three years' service in a substantive capacity in the grade.

72.23 The Workshop Supervisor would be responsible for the overall management of the workshop and would be required, *inter alia*, to: ensure that quality and output of work are of required standard; supervise and provide guidance to workers under his responsibility; ensure an appropriate record system for repairs effected, progress of works, spare parts and materials used; prepare estimates of costs; and control indenting materials and be responsible for the safe keeping of all store forms and materials delivered.

Bakery Operator (Agalega) (New Grade)

72.24 There are two industrial bakeries in Agalega which are presently operated by Handy Workers who have been trained in bread making. The Bureau has been apprised that, as the duties of bread making are not included in their scheme of service, Handy Workers are refusing to perform same. In that regard, Management has submitted that there is need for a dedicated grade of Bakery Operator (Agalega) for the bakeries in Agalega. We are agreeable to the proposal.

Recommendation 6

72.25 We recommend the creation of a grade of Bakery Operator (Agalega). Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment in the grade of General Worker or Handy Worker having at least three years' experience in the field of bakery.

72.26 Incumbent would be responsible to the Resident Manager and would be required to, among others, perform weekly requisition of flour and ingredients from the main store; clean the bakery, oven, mixer, mould and other equipment; prepare and cut dough; place dough in mould and oven; transfer bread to Agalega Administration; sell bread to public; and perform daily cash deposit to the Accounts Section.

Crane Operator (Agalega) (New Grade) Operative (Agalega) (New Grade)

72.27 Management has submitted that the projects of the jetty and airport have already started in Agalega and with their coming into operation the frequency of embarkation and disembarkation exercise would increase. This would, consequently, lead to an increase in volume of cargo to be loaded and unloaded and as such, the grades of Crane Operator, Handler, Helper and Stevedore would importantly be needed. We are agreeable to the proposal pertaining to the creation of the grade of Crane Operator (Agalega). However, to ensure the availability of staff for multiple functions, the Bureau is of the view that a polyvalent grade of Operative would be more appropriate to carry out the duties of Handler, Helper and Stevedore. We are recommending accordingly.

Recommendation 7

72.28 We recommend the creation of a grade of Crane Operator (Agalega). Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education and the current National Commission for the Certification of Crane Operators (NCCCO) or equivalent Crane Operator Certification and a valid driving license for heavy vehicles with at least three years' experience as Mobile Crane Operator; and having good eyesight.

72.29 Incumbent would be required, *inter alia*, to: operate a variety of material-moving equipment daily as per the instructions of the Supervisor; inspect machines and equipment daily and perform routine procedures and minor repairs, control cranes, lifts and other equipment using standard operating procedures; create and update the logbook of material transportation operations; maintain visual and radio contact with ground operators; and operate various types of cranes such as All Terrain, Rough Terrain, Crawlers, Industrial Hydraulic Trucks, Conventional Trucks, and Boom Trucks.

Recommendation 8

72.30 We further recommend the creation of a grade of Operative (Agalega). Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education and having read up to Grade 9 as well as proven experience in material handling.

72.31 Incumbent would be required, among others, to: check incoming deliveries to make sure all ordered materials meet quality standards; load and unload packages/cargo; organise stocks in the most efficient way using forklifts, pallets and cranes, straddle carriers; receive and check incoming pick tickets; wrap orders and place them on trucks for delivery; monitor inventory levels and suggest new orders; document orders, materials and any stock movements; assist the Heavy Vehicle/Mechanical Driver/Crane Operator in his duties; and carry and transfer goods in the workshop and shop.

Project Coordinator
formerly Development Officer

72.32 In order to meet the objectives of the OI DC, Management has requested that the grade of Development Officer be restyled to better reflect the core duties performed by incumbent which relate mainly to maintaining and monitoring of projects. We are, thus, reviewing the duties and appellation of the grade.

Recommendation 9

72.33 We recommend that the grade of Development Officer be restyled Project Coordinator.

72.34 Incumbent would, in addition to the existing duties, be required to maintain and monitor project plans, project schedules, work hours, budgets and expenditures; ensure project deadlines are met; determine project changes; develop project strategies; ensure that projects adhere to frameworks and all documentation for each project is maintained; assess project risks and issues and provide solutions where applicable; and create a project management calendar for fulfilling each goal and objective. The Project Coordinator would also be required to serve in Agalega and Outer Islands, as and when required.

Safety and Health Officer/Senior Safety and Health Officer
formerly Safety and Health Officer/Welfare Officer

72.35 In the context of this review exercise, the Bureau has been apprised that the duties of the Safety and Health Officer/Welfare Officer are mainly those which relate to safety and health and incumbent is no longer performing duties with regards to welfare as same are being carried out by officers in the grades of Coordinator, Social Work and Social Worker (Personal). We have verified the Job Description Questionnaire and are making the necessary provision.

Recommendation 10

72.36 We recommend that the grade of Safety and Health Officer/Welfare Officer be restyled Safety and Health Officer/Senior Safety and Health Officer.

Movement for Human Resource Officer/Senior Human Resource Officer

72.37 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Resident Manager

72.38 As reported earlier, the Resident Manager is responsible for the administration and development of the two islands of Agalega. Incumbent in the grade has no fixed hours of work and is required to be available on a 24-hours basis in the performance of his duties. In view of the topography of the island, provision was made, in our

successive Reports, to provide the Resident Manager with an appropriate means of commutation. We are once again emphasising on this provision.

Recommendation 11

72.39 We recommend that the appropriate means of commutation for both official and private purposes should continue to be provided to the Resident Manager.

Inducement Allowance

72.40 Mauritian officers posted to Agalega Islands on a contract basis are currently paid an inducement allowance equivalent to 60% of their monthly salary. The Bureau endorses the current provision.

Recommendation 12

72.41 We recommend that an inducement allowance equivalent to 60% of the monthly salary should continue to be granted to officers on contract employment posted to Agalega Islands.

72.42 We additionally recommend that the monthly inducement allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

Disturbance Allowance

72.43 Officers residing in Mauritius are also required to serve in Agalega and St. Brandon on a tour of service ranging from four to six months. These officers are currently being paid a monthly disturbance allowance of 60% of their gross salary. The Bureau supports the grant of the disturbance allowance.

Recommendation 13

72.44 We recommend that, while being on a tour of service in Agalega and St Brandon, officers should continue to be paid a monthly disturbance allowance equivalent to 60% of gross salary (basic salary plus salary compensation at approved rates).

72.45 We further recommend that the monthly disturbance allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

Abolition of Grade

72.46 Management has submitted that the grade of Fisheries Officer is currently vacant and would no longer be required as Fisheries Protection Officers from the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping are now posted to Agalega. **The grade is, therefore, being abolished.**

72. OUTER ISLANDS DEVELOPMENT CORPORATION

SALARY SCHEDULE

OIC 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

OIC 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225

Caretaker
Childcare Assistant
Facilitator Pre-Primary
Handy Worker
Office Assistant

OIC 3 : Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625

Bakery Operator (New Grade)
Shop Assistant
Tradesman's Assistant

OIC 4 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950

Office Attendant

OIC 5 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950

Operative (Agalega) (New Grade)

OIC 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 26725

Boatman

OIC 7 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver
Driver/Office Attendant
Shopkeeper

OIC 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Field Supervisor

72. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

- OIC 9 : 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**
Tradesman
- OIC 10 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525
– 26050 x 675 – 27400 x 825 – 28225**
Head Office Attendant
- OIC 11 : 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**
Telephone Operator/Receptionist
- OIC 12 : 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 – 29875**
Crane Operator (Agalega) (New Grade)
- OIC 13 : 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**
Support Officer
- OIC 14 : 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**
Driver (Heavy Mechanical Unit)
- OIC 15 : 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 x 825 – 31525**
Clerk Assistant
- OIC 16 : 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 – 33175**
Assistant Stores Officer (Personal)
Store/Indent Officer
- OIC 17 : 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**
Purchasing and Marketing Assistant

72. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

**OIC 18 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**

Clerk (Personal)
Clerk/Word Processing Operator

**OIC 19 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675
– 27400 x 825 – 34825**

Foreman

**OIC 20 : 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**

Data Records Officer

**OIC 21 : 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**

Maintenance Technician

**OIC 22 : 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**

Works Officer

**OIC 23 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525
– 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**

Management Support Officer (New Grade)

**OIC 24 : 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 – 37450**

Public Relations Officer

**OIC 25 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675
– 27400 x 825 – 35650 x 900 – 37450**

Accounts Clerk
Assistant Accounts Officer
Assistant Agricultural Development Officer
Assistant Procurement and Supply Officer

OIC 26 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Workshop Supervisor (New Grade)

72. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

- OIC 27 : 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 – 40300**
Assistant Coordinator, Social Work (New Grade)
Social Worker (Personal)
- OIC 28 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- OIC 29 : Rs 23025 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Senior Maintenance Technician
- OIC 30 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Procurement and Supply Officer
- OIC 31 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer
- OIC 32 : 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**
Administrative Assistant
- OIC 33 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer
- OIC 34 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Accounts Officer/Senior Accounts Officer
- OIC 35 : 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
formerly Safety and Health Officer/Welfare Officer

72. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

- OIC 36 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Assistant Resident Manager
- OIC 37 : 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 – 54200**
Agricultural Development Officer
- OIC 38 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer
Coordinator, Social Work
Project Coordinator
formerly Development Officer
- OIC 39 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Accountant/Senior Accountant
Administrative Manager (Personal)
Internal Auditor/Senior Internal Auditor
- OIC 40 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Engineer/Senior Engineer
- OIC 41 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Resident Manager
- OIC 42 : Rs 57600 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Deputy General Manager
- OIC 43 : Rs 110125**
General Manager



73. PRIVATE SECONDARY EDUCATION AUTHORITY

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

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

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

Internal Control Officer (New Grade)

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

Recommendation 1

- 73.9 **We recommend the creation of a grade of Internal Control Officer. Appointment thereto should be made by selection from among serving officers who hold a substantive appointment and who have successfully completed all papers of fundamentals (knowledge) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or an equivalent qualification acceptable to the Board.**
- 73.10 Incumbent would be required, *inter alia*, to audit the finance, stores and other sites of the authority; draft queries, memorandum or inspection reports arising out of the examination of the accounts and ensure that the Director is informed promptly of explanations; and undertake and examine annual statements and draft reports thereon.

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

- 73.11 Human Resource Officer/Senior Human Resource Officers *formerly Human Resource Officers* possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

73. PRIVATE SECONDARY EDUCATION AUTHORITY

SALARY SCHEDULE

**PSEA 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**

General Worker

**PSEA 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300
- 19525 x 325 - 21475 x 375 - 22225**

Handy Worker

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

Surveillant

formerly Security Guard

**PSEA 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**

Gardener

Office Attendant

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

Senior Gardener

**PSEA 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant

**PSEA 7 : Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Binder

**PSEA 8 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Senior/Head Office Attendant

**PSEA 9 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

73. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

**PSEA 10 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000**

Word Processing Operator

**PSEA 11 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerical Officer/Higher Clerical Officer

**PSEA 12 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550**

Senior Word Processing Operator

**PSEA 13 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**PSEA 14 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Assistant Financial Operations Officer

formerly Assistant Financial Officer

Assistant Procurement and Supply Officer

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

Statistical Officer

**PSEA 15 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Internal Control Officer (New Grade)

**PSEA 16 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

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

Computer Officer

Financial Operations Officer

formerly Financial Officer

Higher Executive Officer

Procurement and Supply Officer

73. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 18 : Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800

Educational Social Worker

PSEA 19 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer
Public Relations Officer

PSEA 20 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

ICT Technician
formerly IT Technician

PSEA 21 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250

Senior Financial Operations Officer
formerly Senior Financial Officer

PSEA 22 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Safety and Health Officer/Senior Safety and Health Officer

PSEA 23 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600

Assistant Manager, Financial Operations

PSEA 24 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Administrative Assistant
Project Coordinating Officer

PSEA 25 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Educational Psychologist

PSEA 26 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Human Resource Management Officer

73. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 27 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Systems Analyst/Senior Systems Analyst
formerly Systems Analyst

PSEA 28 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

PSEA 29 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Supervisor/Senior Supervisor

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

Manager, Financial Operations

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

Quality Assurance Officer

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

Principal Supervisor

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

Finance Manager

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

Secretary

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

Deputy Director

73. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 36 : Rs 119500

Director



74. PUBLIC OFFICERS' WELFARE COUNCIL

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

Welfare Events Organiser (New Grade)

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

Recommendation 1

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

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

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

74. PUBLIC OFFICERS' WELFARE COUNCIL

SALARY SCHEDULE

POWC 1 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerk/Word Processing Operator

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

Senior Officer

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

Welfare Events Organiser (New Grade)



75. QUALITY ASSURANCE AUTHORITY

- 75.1 Established as a body corporate by the Higher Education Act No. 23 of 2017, the Quality Assurance Authority (QAA) operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. It has taken over part of the functions of the defunct Tertiary Education Commission.
- 75.2 The main objective of the QAA is to promote, maintain and enhance the quality assurance of higher education in line with international standards and high quality standards in higher education through appropriate quality assurance mechanisms. It also aims at enhancing and identifying good practice in higher education.
- 75.3 An Executive Director, who is at the apex of the Authority, is responsible for the execution of the policy of the Board as well as control and management of the day-to-day business.
- 75.4 Following the setting up of the Authority, a few grades were created on an *ad hoc* basis as part of the integration exercise of the officers of the former Tertiary Education Commission (ex-TEC) into the establishment of the new organisation. We have equally provided personal revised salaries for grades obtainable at the ex-TEC so as to cater for officers whose grades have not yet been established under the QAA.

Specific Conditions

- 75.5 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**
- 75.6 At the ex-TEC, provisions were made for movement beyond top salary for graduates and professionals. A recommendation was also made for the grant of 70% duty exemption on the purchase of a car with respect to eligible officers in grades requiring a Degree. These remain valid and should be in line with the relevant general provisions made in Volume 1 of this Report.

75. QUALITY ASSURANCE AUTHORITY

SALARY SCHEDULE

- QAA 1 : 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**
Office Attendant (Personal)

75. QUALITY ASSURANCE AUTHORITY (Contd)

- QAA 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver (Personal)
Driver/Office Attendant
- QAA 3 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000**
Word Processing Operator
- QAA 4 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer
- QAA 5 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- QAA 6 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- QAA 7 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Higher Executive Officer (Personal)
- QAA 8 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer
- QAA 9 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Documentation Officer
ICT Technician
formerly IT Technician
- QAA 10 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer

75. QUALITY ASSURANCE AUTHORITY (Contd)

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

Assistant Quality Assurance Officer
Assistant Secretary

QAA 12 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Quality Assurance Officer

QAA 13 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Quality Assurance Officer (Personal to Quality Assurance and Accreditation Officer of ex-Tertiary Education Commission)

QAA 14 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Manager (Quality Assurance)

QAA 15 : Rs 119500

Executive Director

EX-TERTIARY EDUCATION COMMISSION

SALARY SCHEDULE

TEC 1 : 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

Office Attendant (Personal)

TEC 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver (Personal)

Driver/Office Attendant (Personal)

TEC 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225

Senior/Head Office Attendant (Personal)

EX-TERTIARY EDUCATION COMMISSION (Contd)

- TEC 4 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator (Personal)
- TEC 5 : 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**
Technical Assistant (Personal)
Word Processing Operator (Personal)
- TEC 6 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer/Higher Clerical Officer (Personal)
- TEC 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer (Personal)
- TEC 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Assistant Financial Officer (Personal)
Executive Officer (Personal)
- TEC 9 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary (Personal)
- TEC 10 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Financial Officer (Personal)
Higher Executive Officer (Personal)
formerly Higher Executive Officer, TSMTE (Personal)
Procurement and Supply Officer (Personal)
- TEC 11 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Office Management Assistant (Personal)
- TEC 12 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer (Personal)

EX-TERTIARY EDUCATION COMMISSION (Contd)

- TEC 13 : 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**
Safety and Health Officer/Senior Safety and Health Officer (Personal)
- TEC 14 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Internal Control Officer (Personal)
- TEC 15 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Financial Officer (Personal)
- TEC 16 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Office Superintendent (Personal)
- TEC 17 : 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 x 1650 - 54200**
Technician/Senior Technician (Personal)
- TEC 18 : 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 QB 49250 x 1650 - 54200 x 1700 - 62700**
Public Relations Officer (Personal)
- TEC 19 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Assistant Secretary (Personal)
Programme Officer (Personal)
Statistician (Personal)
- TEC 20 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Technologist (Personal)
- TEC 21 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Systems Administrator (Personal)

EX-TERTIARY EDUCATION COMMISSION (Contd)

TEC 22 : Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Legal Officer (Personal)

TEC 23 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Deputy Financial Controller (Personal)

Head, Centre for Instrumentation Service (Personal)

TEC 24 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Deputy Secretary (Personal)

TEC 25 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Distance Education Officer (Personal)

Planning Officer (Personal)

Quality Assurance and Accreditation Officer (Personal)

Research Officer (Personal)

TEC 26 : Rs 94500 x 3125 - 103875

Financial Controller, Head Finance Division (Personal)

Head, Distance Education and Open Learning Division (Personal)

Head, Quality Assurance and Accreditation Division (Personal)

Head, Research and Planning Division (Personal)

Secretary and Head Administration Division (Personal)

TEC 27 : Rs 119500

Deputy Executive Director (Personal)

TEC 28 : Rs 163250

Executive Director (Personal)



76. RABINDRANATH TAGORE INSTITUTE

- 76.1 The Rabindranath Tagore Institute (RTI), set up by Act No. 48 of 2002 as a body corporate, operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. It has as main objectives to establish, as a tribute to Rabindranath Tagore, a centre of studies of Indian culture and traditions and to promote education and culture generally.
- 76.2 Several courses at degree level are being dispensed as from year 2017 including BA (Hons) Film Production and a BA (Hons) in Dramatic Arts. In line with its objectives, the RTI holds an annual festival of visual and performing arts and equally initiates action to develop Diaspora and Transnational Communities in fresh perspectives. In addition, various workshops, conferences and exhibitions are organised to empower students and the community at large in several specialities.
- 76.3 The RTI's structure comprises different departments/units namely: Theatre and Performing Arts; Creative and Media Arts; Diaspora and Transnational Communities; Craft and Lifestyle Heritage; Administration; Finance; Procurement and Library. A member of staff from the MGI is acting as Officer in Charge as the post of Director (RTI) is presently vacant.
- 76.4 In the context of this review exercise, Management proposed for a strengthening of the organisation's structure through the creation of new grades namely: Management Support Officer, Office Management Assistant, Library Clerk, Maintenance Officer, Audio Video Technician, Laboratory Technician, Accounts Officer, Procurement and Supply Officer, Theatre Manager and Arts Officer and also the demerging of the grade of Driver/Office Attendant into two distinct positions of Driver and Office Attendant. No representation was received from the staff side.
- 76.5 As regards the proposal to create the grades of Laboratory Technician, Audio Video Technician and Procurement and Supply Officer, the Bureau apprised Management during consultations that in lieu, the grades of Computer Laboratory Auxiliary, Audio Visual Operator and Assistant Procurement and Supply Officer would be more appropriate, when considering the present structure and proposed duties of the grades. Management was further informed that the creation of the positions of Theatre Manager and Arts Officer could not be considered on efficiency grounds.
- 76.6 Concerning the request to demerge the grade of Driver/Office Attendant into two separate grades of Driver and Office Attendant, we are unable to proceed with same given that it is against our policy for delayering. Moreover, we consider that the qualifications requirement of the grade of Clerk/Word Processing Operator need to be amended.
- 76.7 As for proposals regarding the structure, the Bureau views that there is need to strengthen it with the creation of certain positions based on their functional needs. Additionally, we hold that a level of Office Management Assistant is not warranted at

this stage, given that the grade of Management Support Officer, which is a supervisory level, is being created.

- 76.8 We are, in this Report, creating the grades of Management Support Officer, Library Clerk, Maintenance Officer, Audio Visual Operator, Computer Laboratory Auxiliary, Accounts Officer and Assistant Procurement and Supply Officer to enable the RTI to better attain its objectives whilst reviewing the qualification requirements of the grade of Clerk/Word Processing Operator. As regards the recommendation on academic achievement, we are bringing a few changes for the sake of harmonisation, in line with what obtains in the academia.

Management Support Officer (New Grade)

Recommendation 1

- 76.9 We recommend the creation of a grade of Management Support Officer. The mode of appointment and duties should be as recommended in the Introductory Chapter of this Volume.**

Library Clerk (New Grade)

Recommendation 2

- 76.10 We recommend the creation of a grade of Library Clerk. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Certificate in Information and Library Studies of the University of Mauritius or a Certificate in Library and Information Science of the City and Guilds of London Institute or a Certificate in Librarianship and Information Science of the Mauritius College of the Air or an equivalent alternative qualification acceptable to the Institute.**

- 76.11 Incumbent would, among others, be called upon to: assist the Library and Documentation Officer in the performance of library duties, including shelf reading, stock taking, classification, cataloguing and reference work; record and process library materials including books and periodicals; supervise reading rooms and other sections of the library; and compile library statistics.

Maintenance Officer (New Grade)

Recommendation 3

- 76.12 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Building and Civil Engineering or an equivalent alternative qualification acceptable to the Institute.**

- 76.13 Incumbent would, *inter alia*: be responsible for the execution and supervision of Civil Engineering works, maintenance and repairs of plant, furniture and equipment and the upkeep of the grounds and buildings; supervise and control maintenance staff; and be in charge of progress book, distribution and allocation of work, preparation of

estimates for work to be undertaken, request for overtime, preparation of requisition and receipt and issue of tools.

Audio Visual Operator (New Grade)

Recommendation 4

76.14 We recommend the creation of a grade of Audio Visual Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Certificate of Proficiency in IT and two years' experience in the operation of audio visual equipment.

76.15 Incumbent would be responsible to the Head, Department of Creative and Media Arts and will be required, *inter alia*: to operate and maintain audio/video equipment; maintain an archive of audio/video materials; provide assistance to the RTI; and perform word processing and other basic ICT functions.

Computer Laboratory Auxiliary (New Grade)

Recommendation 5

76.16 We recommend the creation of a grade of Computer Laboratory Auxiliary. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with at least a pass in Mathematics or any other science subject or an equivalent qualification acceptable to the Institute.

76.17 Incumbent would be required, among others, to: clean the computer laboratory; take care of equipment and furniture; schedule hardware and software for use in different classes and laboratories; set up equipment and load relevant software; and provide assistance to Lecturers/Resource persons for the running of hands-on sessions as well as assist in the routine maintenance of hardware and software and keep record of equipment.

Accounts Officer (New Grade)

Recommendation 6

76.18 We recommend the creation of a grade of Accounts Officer. Appointment thereto, should be made by selection from among officers in the grade of Accounts Clerk on the establishment of the RTI reckoning at least four years' service in a substantive capacity in the grade.

76.19 Incumbent would be required, among others, to: assist in the preparation and monitoring of payroll for employees and in the computerised accounting and payroll software for cash book, general ledger, bank reconciliation and examination section; control and discharge expenditure and payments in compliance with regulations; submit timely returns of income tax, pension and any other financial returns due; properly record all petty cash payments and confirm the accuracy and legality of

receipts before replenishment; assist in the preparation of estimates; and prepare and submit financial statements/returns, as and when required.

76.20 We also recommend that henceforth, appointment to the grade of Accounts Clerk should be made as per provision made in the Introductory Chapter of this Volume.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 7

76.21 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment, thereto, should be made as recommended in the Introductory Chapter of this Volume.

76.22 Incumbent would be required, among others, to: perform procurement, supply and stock control operations and maintain updated records of transactions in compliance with the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate; assist in any assignment related to procurement, supply and stock control operations; operate e-procurement and inventory management systems; and assist in the proper up-keeping of equipment.

Clerk/Word Processing Operator

76.23 At present, appointment to the grade of Clerk/Word Processing Operator is made by selection from among candidates possessing a School Certificate with credit in at least five subjects, including English Language, French and Mathematics or Principles of Accounts and a Certificate in Typewriting with a speed of at least 25 words a minute from a recognised institution or an equivalent qualification acceptable to the Council.

76.24 The Bureau noted that the existing qualifications requirement of the grade of Clerk/Word Processing Operator are not in line with what obtains elsewhere. Therefore, for the sake of harmonisation and to ensure that the qualifications requirement commensurate with the duties devolving upon the grade and its salary grading, we are reviewing same.

Recommendation 8

76.25 We recommend that, henceforth, appointment to the grade of Clerk/Word Processing Operator should be made by selection from among candidates who:

- (a) possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts;**
- (b) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at General Certificate of Education "Advanced level" or an equivalent qualification;**
- (c) a Certificate in Typewriting or Keyboarding with a speed of at least 25 words a minute from a recognised institution; and**

- (d) a Certificate in Word Processing or Data Processing from a recognised institution.

Special Provision for Academics

76.26 We recommend that academics in the grade of Lecturer should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Academic Attainment

76.27 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 9

76.28 We recommend that as from year 2024, Lecturers holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

76.29 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;
- (ii) academics in the grades of Lecturer should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the

Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.

76.30 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 76.28 above in year 2024, the provision on academic attainment made at paragraph 66.7 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 76.29 above should apply to determine such attainment; and**
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 76.26 above shall deem to be the new top salary.**

76. RABINDRANATH TAGORE INSTITUTE

SALARY SCHEDULE

RTI 1	:	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150
		General Worker
RTI 2	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225
		Handy Worker
RTI 3	:	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
RTI 4	:	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400
		Driver/Office Attendant
RTI 5	:	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
RTI 6	:	Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875
		Receptionist/Telephone Operator

76. RABINDRANATH TAGORE INSTITUTE (Contd)

- RTI 7 : Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525**
Computer Laboratory Auxiliary (New Grade)
- RTI 8 : 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**
Audio Visual Operator (New Grade)
- RTI 9 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
Library Clerk (New Grade)
- RTI 10 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer (New Grade)
- RTI 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Accounts Clerk
Assistant Procurement and Supply Officer (New Grade)
- RTI 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- RTI 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Officer (New Grade)
- RTI 14 : 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**
Library and Documentation Officer
Maintenance Officer (New Grade)
- RTI 15 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Officer

76. RABINDRANATH TAGORE INSTITUTE (Contd)

RTI 16 : 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

Lecturer

RTI 17 : Rs 110125

Director (Rabindranath Tagore Institute)



77. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

- 77.1 Established under Act No. 6 of 1994, the Rajiv Gandhi Science Centre Trust Fund (RGSCTF) envisions to be a centre of excellence in the communication and promotion of science and technology. Its objectives are, among others, to: create awareness for science and technology; encourage creativity and innovation particularly among young people; supplement education in science and technology at all levels; and enhance public understanding of science and technology.
- 77.2 The Centre aims to improve the operational efficiency and effectiveness of the various services being provided. Its operations have been regrouped under six pillars, namely the Centre (Infrastructure and Services); Visitors Management; Supplementing the Education System; Outreach Activities; E-promotion of Science; and Research and Development. As head of the RGSCTF, the Director is responsible for the execution of the policy of the Board and for the day-to-day control and management of the Centre. He is supported in his functions by officers belonging to the professional, administrative/technical and staff of other occupational groups.
- 77.3 Representations of the staff side pertain to: creation of additional levels; restyling of grades; amendment of schemes of service; grant of duty exemption; and filling of vacant posts. Management on its side proposed to re-engineer the RGSCTF to be fully prepared to lead the promotion of science at all levels in the Republic of Mauritius and to advise Government on all pertinent spheres of Science, Technology and Innovation. Demands were made to change the appellation of the various departments to be able to embrace the new challenges of the RGSCTF and to restyle the grade of Director into Director General. In view of the expanded role of the Fund with the Planetarium Project, Management additionally requested for the creation of dedicated grades.
- 77.4 During consultations, both Management and staff side were apprised that issues regarding schemes of service and filling of vacant posts rest with Management and grades are created on the basis of functional needs of the organisation. Submissions having technical implications were not taken on board and parties were so informed. The proposal in respect of restyling the grade of Director to Director General warrants an amendment of the RGSCTF Act.
- 77.5 The Bureau further apprised Management that grades may be created, on an *ad hoc* basis, provided all the established procedures have been followed. Based on the Bureau's advice to fill in vacant posts, Management informed that owing to budgetary constraints, same are being filled on a priority basis.
- 77.6 After analysing all the requests, we are consolidating the structure of the Fund through the creation of additional levels of Human Resource Officer/Senior Human Resource Officer, ICT Technician and Stores Attendant to smoothen its operations.

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

77.7 Presently, the HR functions are being looked into by an Administrative Officer who is supported by a Clerk/Word Processing Operator. It has been submitted that there is an imperative need for a dedicated grade to shoulder the responsibility of the ever-evolving and complex human resource issues of the Fund. We are making provision to this effect.

Recommendation 1

77.8 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment and duties devolving upon the grade should be as recommended in the Introductory Chapter of this Volume.

77.9 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

ICT Technician (New Grade)

77.10 Management has reported that in the last few years, the RGSCF has undergone an excessive growth in the use of digital technologies for learning in science centres and galleries, both onsite in the form of digital interactives and online via web technologies. In view thereof, a request has been made for a grade of IT Support Officer to assist the IT Officer in the performance of his tasks. We consider the request to be justified and are providing a new level.

Recommendation 2

77.11 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among serving officers of the RGSCF possessing a Diploma in Information and Communication Technology and reckoning at least two years' experience in ICT. In the absence of qualified serving officers, the grade should be filled by selection from among candidates possessing a Diploma in Information and Communication Technology or an equivalent qualification acceptable to the Fund and reckoning at least two years' experience in ICT.

77.12 Incumbent would be required, among others, to: implement, support and maintain the IT system of the Fund; develop small computer programmes for end-users; implement security measures to safeguard IT systems from threats; ensure compliance with ICT standards, guidelines and methodologies; commission ICT equipment and troubleshoot computer hardware and software, as and when required.

Stores Attendant (New Grade)

77.13 The Procurement Unit is currently manned by a Clerk/Word Processing Operator who, besides her normal set of duties, is also performing the duties of Procurement and

Supply Officer as well as that of Stores Attendant. In view of the increasing activities of the Fund and distinct duties at the two levels, Management has urged for the creation of a grade of Stores Attendant to cater for the opening and closing of store apertures and offices, among others. We consider that there is merit in the case and are recommending accordingly.

Recommendation 3

77.14 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees on permanent and pensionable establishment of the RGSCTF possessing the Certificate of Primary Education or an equivalent qualification acceptable to the Fund.

77.15 Incumbent would be responsible, among others, for: opening and closing of store apertures and offices; cleaning the store premises; collecting, loading, unloading and conveying stores items; opening packages, crates and cases; handling all stores items; removing all packing materials and empty crates; packing stores items; washing, cleaning and stowing empties; placing and arranging items of store on shelves and maintaining them clean and in order; and collecting and despatching stores correspondence as required.

On-Call Allowance

77.16 Existing provision qualifies officers in the grades of Manager/Curator, Exhibition Officer and Resource Officer/Senior Resource Officer for the payment of an all-inclusive On-Call allowance for allocating tasks and overseeing the smooth running of the Centre during Weekends and Public Holidays. As the services of these officers would no longer be required during Sundays and Public Holidays, Management has requested to waive the On-Call allowance. Should their services be required during Weekends or Public Holidays, Management has informed that the officers would be granted time-off or overtime payment. **Pursuant to the enunciated situation, the Bureau is not making any provision for On-Call allowance.**

Abolition of Grade

77.17 Management has submitted that the grade of Executive Officer (Personal) is presently vacant and its services would no longer be required. **The grade is, therefore, being abolished.**

77. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SALARY SCHEDULE

RGSC 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

77. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225

Handy Worker

RGSC 3 : 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 (New Grade)

RGSC 4 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425

Surveillant

formerly Security Guard

RGSC 5 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950

Gardener

Office Attendant (Personal)

RGSC 6 : Rs 14975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525

Handy Worker (Personal)

RGSC 7 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Carpenter

Electrician

Fitter

Painter

Welder

RGSC 8 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875

Receptionist/Telephone Operator

RGSC 9 : 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 – 29875

Tradesman /Senior Tradesman

RGSC 10 : 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 – 29875

Exhibit Fabricator

77. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

- RGSC 11 : 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**
Driver (Heavy vehicles above 5 tons)/Handy Worker
formerly Driver/Handy Worker
Driver/Handy Worker (Ex-SPI) (Personal)
- RGSC 12 : 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**
Exhibition Assistant
Word Processing Operator
- RGSC 13 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- RGSC 14 : 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**
Technical Assistant
- RGSC 15 : 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 – 36550**
Assistant Resource Officer
- RGSC 16 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- RGSC 17 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Assistant Financial Operations Officer
formerly Assistant Financial Officer
Assistant Procurement and Supply Officer
- RGSC 18 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Internal Control Officer
- RGSC 19 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary

77. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 20 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Financial Operations Officer
formerly Financial Officer
Procurement and Supply Officer

RGSC 21 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100

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

RGSC 22 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

ICT Technician (New Grade)

RGSC 23 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Senior Procurement and Supply Officer

RGSC 24 : 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 – 54200

Maintenance and Development Officer

RGSC 25 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Officer
Business Development Officer (Ex-SMEDA) (Personal)

RGSC 26 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Exhibition Officer
IT Officer

RGSC 27 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Accountant

RGSC 28 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 66200

Resource Officer/Senior Resource Officer

77. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 29 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Manager/Curator (Education)
Manager/Curator (Electrical/Electronics/IT)
Manager/Curator (Mechanical Engineering)
Manager (Graphics and Exhibition)
Manager (Planetarium)

RGSC 30 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375

Deputy Director

RGSC 31 : Rs 110125

Director



78. ROAD DEVELOPMENT AUTHORITY

- 78.1 Operating under the *aegis* of the Ministry of National Infrastructure and Community Development, the Road Development Authority (RDA) is a body corporate established under the RDA Act 1998. The aim of the RDA is to provide, through resource optimisation, cost efficient mobility in comfort and safety for the country by developing, preserving and maintaining a high standard classified road network throughout the island.
- 78.2 Its main functions are, *inter alia*, to: plan, design and supervise construction of roads; carry out the upgrading and maintenance of motorways and main roads; maintain existing bridges; design and supervise the reconstruction of bridges, tunnels and their associated works on motorways and main roads; and to conduct research and investigation on materials required for road construction.
- 78.3 Administered by a Board, the RDA is headed by a General Manager who is responsible for the implementation of the policies of the Board for achieving the organisation's goals and ensuring its proper day-to-day management. Presently, the Authority has a workforce of around 452 employees on its establishment with all grades inclusive, disseminated into different sections namely Technical, Financial and Administration.
- 78.4 Consultative meetings were held with both Union and Management. Union members have made representations for the review and upgrading of salary and grant of Continuous Professional Development Allowance to the Technical Staff of the RDA. On the other hand, Management has made requests for the creation, restyling, upgrading of salary and reinstating of some grades, and new conditions of service. Management has also made a case for better remuneration and the re-introduction of the Special Professional Retention Allowance for Engineers who are constantly working in cross-functional teams and shouldering higher responsibilities to help the organisation achieve its set objectives.
- 78.5 The Bureau has studied the proposals made by both Management and Union and is making appropriate recommendations in order to help the RDA to deliver on its mandate.

General Manager

- 78.6 Request was received from Management for the restyling of the grade of General Manager to Chief Executive Officer. However, this would constitute amending the legislation as the RDA Act makes provision for a General Manager.

Internal Control Officer (New Grade)

- 78.7 Management has made proposal for the creation of a grade of Internal Control Officer to carry out audit inspection at the Authority. Being given that compliance to the framework of Good Governance forms the very basis of the effectiveness of an organisation and that internal auditing serves as a monitoring device for same, we are making the necessary provision.

Recommendation 1

78.8 We recommend the creation of a grade of Internal Control Officer. Appointment thereto should be made by selection from among serving officers who hold a substantive appointment at the RDA and who have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or an equivalent qualification acceptable to the Board. In the absence of qualified serving officers, appointment to the grade should be made by selection from among candidates possessing the required qualifications.

78.9 Incumbent would be required, *inter alia*, to carry out audit in finance, human resource, stores, transport and other operations of the Authority; assist in the preparation of audit programme; undertake the examination of annual statements or their review and to prepare the normal or other audit reports; maintain adequate documentation and records of work performed; exercise general supervision over audit inspection; report on internal audit findings and propose corrective measures; review internal audit reports; and ensure that recommendations made are implemented.

Special Allowance to officers of the Engineering Cadre of the RDA

78.10 The Engineering Department of the RDA encompasses five main divisions, which are, the planning, maintenance, development, implementation and special support unit. Each division is headed by a Divisional Manager who is assisted by officers in the grades of Assistant Divisional Manager, Senior Manager and Manager. The Bureau has been apprised that the RDA has to manage massive projects to the tune of over Rs70 billion and that the tasks entrusted to the Engineering Department have evolved significantly wherein, officers are, now, required to work in cross-functional teams to ensure business continuity of the Authority.

78.11 Moreover, the RDA has reported that owing to the complexity and specialised nature of major road works including constructions of flyovers and bridges, officers of the Engineering Cadre are called upon to work outside normal working hours on a daily basis and mostly at night when the traffic is less dense. In that regard, request has been made for an allowance to the Engineers to compensate them for the complexity of their work and for handling major projects as well as for working at odd hours.

78.12 Indeed, in this Covid-19 era, Government has laid much emphasis on the Construction Industry so as to scale up the economy. In the face of this fact and so as to cater for an incentive for the officers of the Engineering Cadre, the Bureau is of the view that there should be a mechanism for compensation and is recommending accordingly.

Recommendation 2

78.13 We recommend that officers of the Engineering Cadre of the RDA who are regularly called upon to handle major projects and to perform duties after normal working hours should be paid a special monthly allowance equivalent to two increments at the salary point reached in the Master Salary Scale, subject to

satisfactory performance and upon recommendation of the Responsible/Supervising Officer.

Special Professional Retention Allowance (SPRA)

78.14 Provision was previously made for officers of the Civil Engineering Cadre of the RDA to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Head Technician

78.15 With the increasing volume of work and pressure on the Technical Officers of the Technical Unit, Management has submitted that there is need to reinforce the structure of the Technical Officer Cadre to monitor and manage the duties of the officers. The Bureau has duly examined the proposal and considers that the existing structure is adequate to enable the Unit to achieve its objectives. **However, we recommend that the Board of the RDA considers the grant of a 'Headship Allowance' while designating a 'Head' in the Unit.**

Reinstatement of grades

78.16 Management has submitted that the Authority would still require the services of officers in the grades of Word Processing Operator (Personal) and Assistant Procurement and Supply Officer (Personal) and has consequently, requested for their reinstatement. The Bureau is favourably considering the request.

Recommendation 3

78.17 We recommend that the grades of Word Processing Operator (Personal) and Assistant Procurement and Supply Officer (Personal) be reinstated on the establishment of the RDA.

Movement for Human Resource Officer/Senior Human Resource Officer

78.18 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

78. ROAD DEVELOPMENT AUTHORITY

SALARY SCHEDULE

RDA 1 : Rs 17045 x 260 – 17565

Trainee Assistant Inspector of Works

78. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 2 : Rs 17045 x 260 – 17825**
Trainee Surveyor
- RDA 3 : 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
- RDA 4 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850**
Lorry Loader
- RDA 5 : 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
- RDA 6 : 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
- RDA 7 : 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
- RDA 8 : 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)
- RDA 9 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Surveillant
formerly Security Guard
- RDA 10 : 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**
Herbicide Sprayerman
Office Attendant
- RDA 11 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000**
Plant and Equipment Operator

78. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 12 : 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**
Survey Field Worker/Senior Survey Field Worker
- RDA 13 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver
- RDA 14 : 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**
Field Supervisor
Leading Hand
- RDA 15 : 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**
Blacksmith
Carpenter
Mason
Painter
Welder
- RDA 16 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Senior/Head Office Attendant
- RDA 17 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephone Operator
- RDA 18 : 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**
Driver (Heavy Vehicles above 5 tons)
- RDA 19 : 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**
Driver (Mechanical Unit)
- RDA 20 : 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 – 31525**
Laboratory Attendant

78. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 21 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525**
Senior Field Supervisor
Senior Leading Hand
- RDA 22 : Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175**
Head Survey Field Worker
- RDA 23 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator
formerly Word Processing Operator (Personal to officers in post as at 31.12.15)
- RDA 24 : 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 – 34825**
Assistant Foreman/Foreman (Personal)
- RDA 25 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
- RDA 26 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Chief Blacksmith
Chief Carpenter
Chief Mason
Chief Painter
Chief Welder
Foreman
- RDA 27 : Rs 20500 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650**
Senior Laboratory Attendant
- RDA 28 : 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**
Assistant Inspector of Works
Survey Technician

78. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 29 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550**
Senior Word Processing Operator
- RDA 30 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- RDA 31 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
formerly Assistant Procurement and Supply Officer (Personal)
- RDA 32 : Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350**
Office Supervisor
- RDA 33 : 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 – 40300**
Technical Design Officer
- RDA 34 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Inspector of Works
- RDA 35 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Internal Control Officer (New Grade)
- RDA 36 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- RDA 37 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Procurement and Supply Officer
- RDA 38 : 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

78. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 39 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer
- RDA 40 : 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**
Computer Technician
Technical and Mechanical Officer
Technical Officer (Civil Engineering)
Technical Officer (Materials Testing Laboratory)
- RDA 41 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Inspector of Works
Senior Technical Design Officer
- RDA 42 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Accounts Officer
Senior Procurement and Supply Officer
- RDA 43 : 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
- RDA 44 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550**
Office Superintendent
- RDA 45 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Chief Inspector of Works
Senior Technical Officer (Civil Engineering)
Senior Technical Officer (Materials Testing Laboratory)
- RDA 46 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900**
Principal Technical Design Officer

78. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 47 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600**
Principal Procurement and Supply Officer
- RDA 48 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer
- RDA 49 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Surveyor
Systems Administrator
- RDA 50 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Human Resource Management Officer
- RDA 51 : Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Materials Testing Officer
Principal Technical Officer (Civil Engineering)
Superintendent of Works
- RDA 52 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 66200**
Manager (Civil Engineering)
Senior Surveyor
- RDA 53 : Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 66200**
Chief Technical Design Officer
- RDA 54 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- RDA 55 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Senior Manager (Civil Engineering)

78. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 56 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800

Administrative Manager

RDA 57 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Head Surveyor

RDA 58 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Assistant Divisional Manager (Civil Engineering)
Financial Manager

RDA 59 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Divisional Manager (Civil Engineering)

RDA 60 : Rs 94500 x 3125 – 103875

Deputy General Manager

RDA 61 : Rs 119500

General Manager



79. SEAFARERS' WELFARE FUND

- 79.1 The Seafarers' Welfare Fund (SeWF) is a corporate body established under the Seafarers' Welfare Fund Act No. 19 of 2008 (SeWF Act). It operates under the *aegis* of the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping.
- 79.2 Its mission is to promote the social and economic welfare of seafarers in Mauritius. The objectives of the SeWF, *inter alia*, are to ensure the welfare of seafarers irrespective of their nationality; provide adequate and regular financial support to seafarers' welfare facilities and services; develop schemes and projects; and to manage the Fund effectively and efficiently.
- 79.3 The Fund is administered and managed by a Board in accordance with provisions of the SeWF Act. It is presently headed by a Secretary who is responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the Fund.
- 79.4 In its submission, Management has requested for an upgrading of salary of the Secretary, creation of new levels to further strengthen the organisation structure and the provision of enhanced conditions and benefits to its employees.
- 79.5 We have carefully examined the representations and consider that the present organisation structure is appropriate. **The Bureau holds that, in view of the growing number of seafarers, Management may contemplate increasing the establishment size of the grade of Welfare Liaison Officer for more effectiveness in service delivery.**

79. SEAFARERS' WELFARE FUND

SALARY SCHEDULE

SeWF 1	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver/Office Care Attendant
SeWF 2	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerical Officer/Word Processing Operator
SeWF 3	:	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Management Support Officer

79. SEAFARERS' WELFARE FUND (Contd)

**SeWF 4 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525
– 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 QB
43500 x 1300 – 44800**

Welfare Liaison Officer

**SeWF 5 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950
– 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**

Accounting Technician

**SeWF 6 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x
1700 – 64400 x 1800 – 69800**

Secretary



80. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST

- 80.1 Operating under the *aegis* of the Attorney-General's Office, Ministry of Agro-Industry and Food Security, the objects of the Sir Seewoosagur Ramgoolam Botanic Garden Trust (SSRBGT) are, among others, to manage, administer and ensure the maintenance of the garden, buildings and historical monuments found in the garden; to care for the collection of plants and preserved plant materials in the garden; to disseminate knowledge with respect to plant life through publications and other means; and to ensure protection of the environment and plant life in the garden.
- 80.2 The SSRBGT is headed by a Director who is responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Trust. He is assisted in his duties by officers in the Technical, Administrative, Finance, Procurement and Supply, General Services grades and employees in the Workmen's group.
- 80.3 In the context of this review exercise, several requests were made by the staff side, namely, the merging of the grades of Technical Assistant and Senior Technical Assistant; the payment of risk allowance to the incumbents in the grades of Technical Assistant, Ticket/Sales Officer and Driver; and the grant of duty free car, car allowance and loan facilities to officers performing field work.
- 80.4 Management, on the other hand, requested for the restructuring of the top Management of the SSRBGT with a Chief Executive Officer at the apex supported by a Finance and Administrative Manager, and Technical and Operations Manager. Creation of additional grades such as Human Resource Officer, Store and Procurement Officer, Maintenance Officer, Tool Store Officer, IT Officer, Commercial Officer and Cultural/Events Coordinator; restyling of certain grades; and merging of the grades of Technical Assistant and Senior Technical Assistant were also canvassed.
- 80.5 During consultative meeting, the staff side was informed that the merging of grades depends on several factors, amongst, operational requirements, extent of overlapping of duties and need for supervision. As for compensation in terms of risk allowance, members were requested to direct the issue to their Management to arrange for a Risk Assessment Exercise as recommended under the Chapter Risk, Insurance and Compensation. The Bureau also informed staff side to participate in the survey on Travelling and Car Benefits conducted to determine eligibility for duty free and loan facilities. Appropriate explanations were given for proposals made that could not be retained.
- 80.6 On the basis of functional requirements, we are providing for the grades of Human Resource Officer/Senior Human Resource Officer and ICT Technician to consolidate the existing organisation structure. Additionally, the grades of Technical Assistant and Senior Technical Assistant are being merged.

Human Resource Officer/Senior Resource Officer (New Grade)

80.7 Management has submitted that an officer of the support services has been entrusted with the duties related to human resources. For any issue, the officer has to liaise with the Manager, Human Resources of the parent Ministry, causing much delay in solving HR matters. A request has thus been made for the creation of a grade of Human Resource Officer/Senior Human Resource Officer.

Recommendation 1

80.8 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment and duties devolving upon the grade should be as recommended in the Introductory Chapter of this Volume.

Movement beyond Top Salary

80.9 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

ICT Technician (New Grade)

80.10 Management has expressed that the activities of the SSRBGT are being computerised with a view to provide prompt and adequate services online to customers/visitors. Therefore, proposal was made to create the grade of ICT Technician against abolition of the grade of Audio Visual Assistant which is vacant and would no longer be needed.

Recommendation 2

80.11 We recommend the creation of a grade of ICT Technician against abolition of the grade of Audio Visual Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information and Communication Technology from a recognised institution or equivalent qualification acceptable to the Board of SSRBGT and reckoning at least three years' post-qualification experience in the field of Information Technology, including database/systems/network administration.

80.12 Incumbents would be required, among others, to implement, support and maintain the IT System of the SSRBGT; develop small computer programmes for end users; implement security measures to safeguard IT Systems from threats; ensure compliance with ICT standards, guidelines and methodologies; be responsible for the updating and maintenance of the website of the SSRBGT; and assess the hardware and software requirement of the SSRBGT.

Technical Assistant/Senior Technical Assistant
formerly Technical Assistant
Senior Technical Assistant

80.13 Both the Management of SSRBGT and the staff side have stated that the grade of Senior Technical Assistant is vacant and all the duties and responsibilities devolving upon the grade are being carried out by the Technical Assistants without any remuneration. Additionally, employees in these grades report to the Technical Officer/Senior Technical Officer. Hence, they requested for a merger of the grades of Technical Assistant and Senior Technical Assistant.

Recommendation 3

80.14 We recommend that:

- (i) **the grades of Technical Assistant and Senior Technical Assistant be merged and restyled Technical Assistant/Senior Technical Assistant; and**
- (ii) **the scheme of service of the merged grade of Technical Assistant/Senior Technical Assistant formerly Technical Assistant and Senior Technical Assistant should be amended to integrate the duties of the grades of Technical Assistant and Senior Technical Assistant.**

80. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST FUND
SALARY SCHEDULE

SSRBGT 1	:	Rs 21150 Safety and Health Officer (Part-Time)
SSRBGT 2	:	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
SSRBGT 3	:	Rs 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 General Handy Worker (Roster)
SSRBGT 4	:	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

80. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

SSRBGT 5 : 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
Insecticide Sprayer Operator
Office Attendant
Stockman
Woodcutter

SSRBGT 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000

Senior Gardener/Nursery Attendant

SSRBGT 7 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant

SSRBGT 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Field Supervisor

SSRBGT 9 : 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

Handy Worker (Skilled)

SSRBGT 10 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Head Gardener/Nursery Attendant

SSRBGT 11 : 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

Driver (Lorries above 5 Tons, Heavy Mechanical Unit, Heavy Tractors)

SSRBGT 12 : 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 – 31525

Ticket/Sales Officer (Roster)

SSRBGT 13 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000

Word Processing Operator

80. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

- SSRBGT 14 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
Guide
- SSRBGT 15 : Rs 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**
Warehouse Assistant (Personal) (from ex- Tobacco Board)
- SSRBGT 16 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- SSRBGT 17 : 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
- SSRBGT 18 : 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 – 37450 x 950 – 41250**
Technical Assistant/Senior Technical Assistant
formerly Technical Assistant
Senior Technical Assistant
- SSRBGT 19 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- SSRBGT 20 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- SSRBGT 21 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- SSRBGT 22 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
ICT Technician (New Grade)

80. SIR SEEWOOAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

SSRBGT 23 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

Assistant Warehouse Supervisor (Personal) (from ex-Tobacco Board)

SSRBGT 24 : 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 – 54200

Technical Officer/Senior Technical Officer

SSRBGT 25 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Publications and Liaison Officer

SSRBGT 26 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Scientific Officer

SSRBGT 27 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Botanist

SSRBGT 28 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Accountant

SSRBGT 29 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Administrative Manager

SSRBGT 30 : Rs 82250 x 3000 – 88250 x 3125 – 91375

Director



81. SMALL FARMERS WELFARE FUND

- 81.1 As a body corporate under the *aegis* of the Attorney-General's Office, Ministry of Agro-Industry and Food Security, the Small Farmers Welfare Fund (SFWF) operates with the focal objective of advancing and promoting the economic and social welfare of small farmers and their families.
- 81.2 In furtherance of the social and economic welfare of small farmers and their families, the main functions of SFWF consist, *inter-alia*, in managing and optimising its financial and other resources; and setting up and developing schemes in respect of loans or other financial assistance.
- 81.3 While the administration and management of the SFWF rest with the Board, the responsibility for the execution of policies and control and management of the organisation's day-to-day business befalls the Manager. In the discharge of his responsibilities, he is assisted by staff in various professional and support grades.
- 81.4 The main proposals which emanate from the official side in the context of the Report are, among others, the creation of the grade of Administrative Secretary and a review of qualifications requirement for the grades of Welfare Assistant and Programmer/Analyst. On the other side, Union requested for the creation of grades of Office Management Assistant and Senior Technical Officer; and upgrading as well as restyling of certain grades.
- 81.5 Both Management and the staff side were provided with ample explanations for the stand we took and they were also informed of those issues which do not fall under the purview of the Bureau.
- 81.6 Proposal was made by Management with respect to the creation of the grade of Administrative Secretary. This grade is normally filled by selection from officers in the General Services grades reckoning certain years of experience. Given that the post of Management Support Officer is still vacant, the filling of posts at higher level would not be possible. In the circumstances, the Bureau considers that the post of Management Support Officer should be filled in the first instance and a supervisory level may be provided at a later stage on needs basis.
- 81.7 Having regard to the core functions of the SFWF, the present structure is considered adequate for it to deliver on its mandate. We are, therefore, revising the salaries of existing grades.

81. SMALL FARMERS WELFARE FUND

SALARY SCHEDULE

**SFWF 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**
General Worker

81. SMALL FARMERS WELFARE FUND (Contd)

**SFWF 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant

**SFWF 3 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**SFWF 4 : 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**

Welfare Assistant

**SFWF 5 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator

**SFWF 6 : 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**

Computer Support Officer

**SFWF 7 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**SFWF 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)

**SFWF 9 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Internal Control Officer

**SFWF 10 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

81. SMALL FARMERS WELFARE FUND (Contd)

- SFWF 11 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Officer
Computer Officer (Ex Tobacco Board) (Personal)
- SFWF 12 : 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**
Technical Officer
- SFWF 13 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Accounts Officer
- SFWF 14 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Marketing Officer
Programme Welfare Officer
- SFWF 15 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Programmer/Analyst
- SFWF 16 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Internal Auditor
- SFWF 17 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Project Co-ordinator (Ex Tea Board) (Personal)
- SFWF 18 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Programme Coordinator
- SFWF 19 : Rs 100750**
Manager



82. ST. ANTOINE PLANTERS CO-OPERATIVE TRUST

- 82.1 The St. Antoine Planters Co-operative Trust was set up under Act No. 28 of 1994 and became operational in March 1996. The Trust operates under the *aegis* of the Ministry of Industrial Development, SMEs and Co-operatives to assist cane planters of former St. Antoine Sugar Factory area for the enhancement and development of their plantation mainly by improving production level and efficiency.
- 82.2 Its objectives are, among others, to: receive and manage funds obtained from the Société Usinière de St. Antoine; provide loan facilities for agricultural activities; devise and implement irrigation projects; provide assistance for harvest of sugar cane and acquisition of farm equipment; and provide support services to agricultural co-operative societies in which the planters are members.
- 82.3 The Trust is presently manned and headed by a Secretary/Manager on a full-time basis, while the post of Clerk/Word Processing Operator on its establishment is vacant.
- 82.4 During consultations for this review exercise, the Management side has informed that the Trust, being a self-financing institution, relies primarily on interest received from investment of its funds as main source of revenue and has to abide by the mandatory provisions of the Act to limit management cost up to one per cent.
- 82.5 Having regard to the objectives of the Fund, the Bureau considers that the organisation structure is adequate and is, therefore, being retained.

82. ST. ANTOINE PLANTERS CO-OPERATIVE TRUST

SALARY SCHEDULE

SPCT 1 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator

SPCT 2 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Secretary/Manager



83. STATE TRADING CORPORATION

- 83.1 The State Trading Corporation (STC) operates under the *aegis* of the Ministry of Labour, Human Resource Development and Training, and Commerce and Consumer Protection. Its main objectives are, among others, to import and supply strategic products; enhance the logistics to secure continuity of supply of strategic products; ensure end-to-end customer excellence whilst safeguarding the environment; drive the development of a petroleum hub; and optimise the use of technology to improve processes and quality of service.
- 83.2 Being the trading arm of the Government, the STC is responsible for importing other basic and strategic commodities (apart from Ration rice and wheat flour), such as petroleum products, liquefied petroleum gas, Basmati Rice and whole wheat flour. Besides its core activities, the STC is often called upon by Government to intervene in case of abnormal high pricing of a commodity or when market forces cannot respond effectively. It operates on a non-profit making basis.
- 83.3 A General Manager, being at the apex, is responsible for the execution of the policy of the Corporation and for the control and management of its day-to-day business. He is supported by a complement of staff belonging to the professional, technical, administrative, general services and manual grades.
- 83.4 For this review, the representations of Unions relate to: the provision of appropriate training in Stores Management; filling of vacancies; review of conditions of service; payment of risk allowance to certain grades; and grant of duty free facilities for the purchase of a car. These requests were lengthily discussed during meeting and staff side were informed of those requests which should be dealt with administratively by Management.
- 83.5 During consultation, Management did not canvass on any requests made in its submissions but rather expatiated that the STC should cease to be under the purview of the Bureau. From Management's submissions, the Bureau noted that requests pertain to restructure the Supply Cadre; review and align salary scales of some grades to what obtains in State-Owned enterprises; create levels; restyle certain positions; and grant duty free facilities to some grades.
- 83.6 The Bureau apprised Management that its demand to cease to be under its purview is not in line with the principle of the Public Sector Business Transformation Strategy and they should seek approval of the Cabinet. However, certain general issues were deliberated and Management was informed that a holistic approach would be adopted.
- 83.7 In the given circumstances, we consider the existing structure to be fit for purpose and are providing for the revised salaries of the existing grades.

83. STATE TRADING CORPORATION

SALARY SCHEDULE

STC 1 : 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

STC 2 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425

Surveillant

formerly Security Guard

STC 3 : 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

Office Attendant

STC 4 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950

Granary Operative

STC 5 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver

STC 6 : 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

Tradesman

STC 7 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Senior/Head Office Attendant

STC 8 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875

Receptionist/Telephone Operator

STC 9 : 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 – 29875

Forklift Driver

83. STATE TRADING CORPORATION (Contd)

STC 10 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000

Word Processing Operator

STC 11 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerical Officer/Higher Clerical Officer

STC 12 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Chief Tradesman
Chief Tradesman (Fitter)

STC 13 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550

Senior Word Processing Operator

STC 14 : 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 – 37450

Supplies and Sales Officer

STC 15 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

STC 16 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Executive Officer (Personal)

STC 17 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Workshop Supervisor

STC 18 : Rs 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

Clearing and Forwarding Officer

STC 19 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

83. STATE TRADING CORPORATION (Contd)

STC 20 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Higher Executive Officer
Higher Supplies and Sales Officer
Procurement and Supply Officer

STC 21 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

ICT Technician
formerly IT Technician

STC 22 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Senior Supplies and Sales Officer

STC 23 : 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

STC 24 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900

Accounting Technician

STC 25 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550

Office Superintendent

STC 26 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600

Senior Technical and Facilities Officer

STC 27 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600

Principal Supplies and Sales Officer
Senior Accounting Technician

STC 28 : 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 – 44800 QB 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Assistant

83. STATE TRADING CORPORATION (Contd)

**STC 29 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575
– 49250 x 1650 – 54200 x 1700 – 62700**

Communication Officer

**STC 30 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575
– 49250 x 1650 – 54200 x 1700 – 62700**

Systems Administrator
Systems Analyst

**STC 31 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575
– 49250 x 1650 – 54200 x 1700 – 62700**

Human Resource Management Officer
Internal Auditor

**STC 32 : Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x
1700 – 62700**

Chief Supplies and Sales Officer

**STC 33 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575
– 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**

Business Development Officer (Marketing)
Business Development Officer (Research and Development)
Commercial Analyst
Risk and Treasury Officer

**STC 34 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x
1700 – 64400 x 1800 – 69800**

Assistant Financial Manager
Human Resource Manager
Procurement Manager
Secretary

**STC 35 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x
1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**

Assistant Commercial Manager
Assistant Risk and Treasury Manager
Audit Manager
IT Manager

83. STATE TRADING CORPORATION (Contd)

STC 36 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Business Development Manager
Commercial Manager
Financial Manager
Risk and Treasury Manager

STC 37 : Rs 119500

General Manager



84. STATUTORY BODIES FAMILY PROTECTION FUND

- 84.1 Operating under the *aegis* of the Vice-Prime Minister's Office, Ministry of Local Government and Disaster Risk Management, the Statutory Bodies Family Protection Fund (SBFPF) is a corporate body established under the SBFPF Act. The Fund is currently headed by a Manager.
- 84.2 The SBFPF undertakes to ensure the well-being of its members and beneficiaries, who are mainly the surviving spouses and eligible children of employees of the Local Authorities, Sugar Industry Labour Welfare Fund and Town and Country Planning Board.
- 84.3 Its objectives are to provide excellent service to its stakeholders and improve the financial base of the Fund as well as promote its growth by offering a wide array of services such as loans at concessionary rates.
- 84.4 Following an amendment of the SBFPF Act, in 2012, employees joining the Local Authorities or Parastatal Bodies are now required to contribute to the State Insurance Company of Mauritius (SICOM). Consequently, the number of beneficiaries under the SBFPF is showing a decreasing trend.
- 84.5 In the context of this Report, Management has requested for the restyling and reinstatement of a few grades. All representations received have been examined and we are considering those which have reasonable justifications so as to ensure that the SBFPF is well equipped to deliver on its mandate.

Assistant Financial Operations Officer

- 84.6 Given that there is need for a dedicated grade at operational level in the Finance Section, Management has requested that the grade of Assistant Financial Operations Officer (Personal) be reinstated. Presently, the aforementioned grade is filled by selection from among candidates holding a School Certificate and a Higher School Certificate as well as reckoning two years' experience in finance or audit. In a bid to harmonise with what obtains in other PSBs, the Bureau is reinstating the grade of Assistant Financial Operations Officer as well as amending the qualifications requirement accordingly.

Recommendation 1

- 84.7 **We recommend that the grade of Assistant Financial Operations Officer be reinstated. Appointment thereto should, henceforth, be as per provisions laid down in the Introductory Chapter of this Volume.**
- 84.8 Incumbent would, *inter alia*, be responsible to collect, verify, analyse and record all financial costing and budget data relating to preparation of financial statements; ensure prompt collection of revenue, its control and safekeeping; prepare pay sheets, vouchers and writing up of cheque for signature; carry out stock verification

as instructed, keep proper, complete and up to date records of all financial transactions; and assist in the preparation and monitoring of Estimates.

84. STATUTORY BODIES FAMILY PROTECTION FUND

SALARY SCHEDULE

SBFPF 1 : 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

Office Attendant

SBFPF 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Senior/Head Office Attendant

SBFPF 3 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerk/Word Processing Operator

SBFPF 4 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Assistant Financial Operations Officer

SBFPF 5 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

SBFPF 6 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100

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

SBFPF 7 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Chief Clerk

SBFPF 8 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550

Chief Clerk (Personal to holder of post as at 31.12.12)

84. STATUTORY BODIES FAMILY PROTECTION FUND (Contd)

SBFPF 9 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900

Principal Financial Operations Officer
formerly Principal Financial Officer

SBFPF 10 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Assistant Manager/Accountant

SBFPF 11 : Rs 103875

Manager



85. SUGAR INDUSTRY LABOUR WELFARE FUND

- 85.1 The Sugar Industry Labour Welfare Fund (SILWF) is a body corporate established under the provision of the Sugar Industry Labour Welfare Fund Act No. 47 of 1974. It has a network of 137 Community Centres across the island which organises an array of community based activities geared towards promoting the welfare of the public. These include, among others, social, educational, recreational, environmental, economic and cultural activities.
- 85.2 During natural calamities, the Community Centres are used as Emergency Shelters. Since January 2016, SILWF has been entrusted the responsibility of the Child Protection Programme with a view to empowering and protecting children against violence and other social evils. Additionally, it assists the Government in the implementation of the community service for minor offenders as an alternative for imprisonment.
- 85.3 The organisational set-up of SILWF comprises five main functional Divisions namely: Housing; Community Development; Human Resource; Internal Control; and Finance. The General Manager has the responsibility for the overall management and execution of the policy of the SILWF. He is assisted in his tasks by a Deputy General Manager and a complement of staff belonging to the professional, technical, General Services and manual grades.
- 85.4 In the context of this review, representations were made by both the former and actual office bearers of the SILWF Staff and Employees Union. It was reported that a case has been filed before the appropriate Judicial instances contesting the election to act as office bearers of this Union. Hence, in a spirit of fairness, both parties were given the opportunity to discuss their respective proposals at the Bureau. The main demand of both Management and staff side were in the same vein, viz creation of additional levels, grant of risk and coat allowances, duty free facilities, upgrading of salaries, payment of overtime, hours of work, review of schemes of service and increase in the ceiling for official travelling. During consultations, parties were advised to submit the case for risk allowance to the Departmental Safety and Health Committee. It was also pointed out that provision already exists for the payment of overtime and that the onus for determining the working hours of employees as well as amendments of schemes of service rests with Management. Parties were also informed of requests which, for technical reasons, could not be acceded to.
- 85.5 Individual representation was also received for the restyling of the grade of Internal Control Officer to Internal Auditor in view of the fact that there is only one officer in post who has to audit, twice yearly, the cashbook of the Head Office and all the Community Centres. Hence, the incumbent has been entrusted with a heavy workload and is also being required to regularly work after normal working hours to conduct site visits in the Community Centres throughout the island, without refund of mileage and payment of overtime. Taking into consideration the number of Community Centres, the Bureau is of the view that it is not practical for only one officer to perform all the auditing duties and hence, **Management should consider the advisability of**

increasing the number of post of the grade of Internal Control Officer to alleviate the workload problem. Additionally, to address issues relating to Human Resources (HR), it is recommended that Management should conduct an HR Audit to identify additional human resource requirements and to prompt appropriate remedial measures for the filling of vacant posts.

Refund of Official Travelling

- 85.6 As per existing provision, Senior Community Development Officers and Community Development Officers are refunded car mileage, subject to a ceiling of 600 km and 400 km per month respectively, for official travelling.
- 85.7 Both Management and staff side have represented that officers in these grades regularly perform field duties and are additionally being required, since January 2016, to attend Child Protection Committees on a monthly basis. They are, therefore, travelling more than the prescribed ceiling which is, however, not being refunded. Hence, during consultations, both parties have pleaded in favour of waiving the restriction on the official travelling as the officers are being financially penalised. **The Bureau has scrupulously examined the proposals and considers that it is meritorious for Management to waive the ceiling on the mileage.**

Allowance to Community Support Assistant and General Worker

- 85.8 During the interview exercise conducted at the Bureau for the filling of Job Description Questionnaires, it was reported that the Community Support Assistants, though belonging to the manual grades, are required to perform certain duties of a higher level which do not form part of their scheme of service. They voiced out that they replace the Community Support Officers whenever the latter proceed on vacation leave and in some Community Centres, incumbents are performing the duties of the higher grade on a full-time basis given that the post of Community Support Officer is vacant. They advocated that no incentive is being granted to them for shouldering the higher responsibilities.
- 85.9 A similar representation has been made by the General Workers. In some Community Centres, the post of Caretaker/Gardener has remained vacant since long and the General Workers are performing the duties of the said grade without any allowance. Additionally, General Workers are being required to prepare and serve tea/coffee for meetings or official functions but are not being granted the recommended allowance as per existing provision. The veracity of their averment has been ascertained by Management during the consultative meeting held at the Bureau. **Hence, the Bureau holds the view that Management should consider the advisability of providing some form of compensation to employees in the grades of Community Support Assistant and General Worker for their efforts.**

Human Resource Officer/Senior Human Resource Officer

- 85.10 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma should be allowed to move incrementally beyond their top salary subject to

meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Abolition of Grades

85.11 Management has submitted that the grades of Principal Social Welfare Officer, Senior Social Welfare Officer (Personal) and Receptionist/Telephone Operator (Personal) are currently vacant and would no longer be required. Additionally, all the part-time employees have been appointed on the permanent and pensionable establishment of the Fund and hence, the grades should be abolished.

Recommendation 1

85.12 We recommend that the grades of Principal Social Welfare Officer, Senior Social Welfare Officer (Personal) and Receptionist/Telephone Operator (Personal) as well as grades serving on a part-time basis, namely Assistant General Worker, General Worker, Warden, Caretaker and TV Operator be abolished.

85. SUGAR INDUSTRY LABOUR WELFARE FUND

SALARY SCHEDULE

SWF 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

SWF 2 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625

Warden/Community Activities Assistant

SWF 3 : 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

SWF 4 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant

formerly Security Guard

SWF 5 : 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

Caretaker/Gardener

Office Attendant

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

SWF 6 : 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

Craft Instructor
Community Support Assistant

SWF 7 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver

SWF 8 : 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 - 28225

Senior/Head Office Attendant

SWF 9 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephone Operator

SWF 10 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525

Dressmaking and Related Craft Teacher

SWF 11 : 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

Community Support Officer
Word Processing Operator

SWF 12 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerical Officer

SWF 13 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Senior Dressmaking and Related Craft Teacher

SWF 14 : 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

Executive Assistant (Ex-DWC) (Personal)
formerly Executive Assistant

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 15 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- SWF 16 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250**
Inspector
- SWF 17 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Internal Control Officer
- SWF 18 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 38400 QB 39350 x 950 - 42200 x 1300 - 43500**
Community Development Officer
- SWF 19 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- SWF 20 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Supervisor, Dressmaking and Related Crafts
- SWF 21 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Public Relations/Welfare Officer
- SWF 22 : 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
- SWF 23 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer
- SWF 24 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
ICT Technician

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

SWF 25 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

Senior Inspector

SWF 26 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

Senior Executive Officer (Personal)
Senior Internal Control Officer

SWF 27 : 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

SWF 28 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550

Office Superintendent

SWF 29 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550

Senior Community Development Officer

SWF 30 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Assistant Finance Administrator

SWF 31 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Secretary

SWF 32 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Human Resource Management Officer

SWF 33 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Principal Community Development Officer

SWF 34 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Deputy Commissioner, Community Development
Finance Administrator

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

SWF 35 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Commissioner, Community Development

SWF 36 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Deputy General Manager

SWF 37 : Rs 119500

General Manager

SOCIAL WELFARE CENTRES**SALARY SCHEDULE**

SWF (SWC) 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

SWF (SWC) 2 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625

Warden/Community Activities Assistant

SWF (SWC) 3 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant

formerly Security Guard

SWF (SWC) 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950

Caretaker/Gardener

SWF (SWC) 5 : 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

Library Assistant



86. SUGAR INSURANCE FUND BOARD

- 86.1 The Sugar Insurance Fund Board (SIFB), which was set up by Act No 4 of 1974, took over the functions of the former Cyclone & Drought Insurance Fund Board. It plays a pivotal role in providing a protection mechanism for the sugarcane planter community and in the sustainability of sugarcane as an economic activity. In concrete terms, it is mandated to insure sugar production of planters, métayers, millers, and refiners against losses occurring out of inclement weather namely cyclones, droughts and excessive rainfall. Losses against fire outbreaks in cane fields is another insured peril taken on board by the Fund.
- 86.2 To fulfil the above functions, the SIFB has organised its business activities under five main departments namely Operations, IT, Finance, Internal Audit and Administration. Its present staff strength consists of some 118 employees who are distributed in 36 grades ranging from professional to support staff. The majority of these employees are posted to the Operations department which is the core business of the organisation. Being at the apex of the Fund, the General Manager is responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the organisation.
- 86.3 In the context of the last Report, the SIFB made submissions based on a Private Consultant's Report for restructuring the organisation. As the Bureau identified several shortcomings we did not accede to the proposals contained therein. Instead, we recommended that Management considers the advisability of reviewing the structure of departments and schemes of service where problems had been identified with a view to bringing appropriate corrective measures wherever operational problems were hindering the smooth functioning of the organisation.
- 86.4 However, instead of focussing on those departments/areas where problems were noted, the then Management opted for a complete overhauling of its structure and submitted same to the Bureau in 2017. The restructuring plan consisted of, among others, creation of levels across the various departments; restyling and merging of grades; change in reporting lines and amendments to existing schemes of service. The Bureau, does not generally undertake an overall review of structures in between Reports in view of associated implications. Consequently, following several meetings with the then Management, we agreed to provide salary gradings only for those grades which had strong functional justifications and which could not be deferred until this review exercise. But, in view of certain inadequacies found in the proposed schemes of service, we advised the SIFB to reframe same and to resubmit to the Bureau for consideration. Subsequently, the SIFB did not proceed with the creation of these grades.
- 86.5 In the context of this review exercise, the main demands of the Union pertain to the creation of grades including that of Office Management Assistant; alignment of salaries with comparable levels; restyling of certain grades; extension of salary scales owing to perceived absence of promotional prospects; upgrading of qualifications

requirement, payment of allowances for performing additional duties as well as provision for training facilities. According to Management, it has not made any submission regarding its core departments as it is in the process of reviewing its work processes. It has, however, urged the Bureau to provide a proper cadre for its General Services grades and for certain allowances, which have been granted by the Board, to be incorporated in the Report. It has also forwarded to the Bureau the representations made by the Operations Manager and Administrative Secretary for an upgrading of their respective salary.

86.6 The parties concerned were given full latitude to expatiate on the above representations during the consultations. Where it was not technically appropriate to accede to their requests, we so apprised them and provided the necessary explanations thereto. For instance, we could not accede to the creation of those grades which were meant only to improve promotion prospects of the staff and had no regards to functional needs. As regards the request of the staff side for the creation of a level of Assistant Field/Operations Supervisor, Management is requested to look into the need for this level during the process of reviewing its work processes. In case the level is warranted, Management should, thereafter, submit the proposed scheme of service to the Bureau through the proper channel, for salary grading purposes. We could also not retain requests for restyling of grades where the new appellations connote a level which fetches a higher salary. Concerning the upgrading of the qualifications requirement of the grade of Support Officer/Senior Support Officer from a Higher School Certificate to a Diploma, we had informed the staff side that the decision for the upgrading would be based on our assessment of the newly written Job Descriptions Questionnaires. However, the said Job Descriptions Questionnaires were not submitted to the Bureau and, hence, we are not in a position to make any recommendation in this respect. For issues which do not fall within our purview, the parties concerned were advised on the most appropriate course of action to be taken.

86.7 Overall, we consider the staffing structure of the SIFB to be adequate to enable it to meet its objectives. However, pursuant to the representations made by both parties for an alignment of the General Services grades with what obtains in the Civil Service, we have, after careful examination of the existing structure and to the extent possible, brought certain modifications. We have also, in the course of this review, given due considerations to all requests made for salary upgrading while conducting our job re-evaluation exercise.

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

86.8 Presently, incumbents in the grades of Administrative Assistant (Personal) and Administrative Assistant are required to perform Human Resource (HR) related duties and administrative duties respectively. In view of the growing importance of HR matters nowadays especially where industrial relations issues are concerned, Management has pressed for the creation of a dedicated grade of Human Resource Officer to better equip it to properly manage its HR functions.

86.9 While we do subscribe to Management's proposal for the creation of a dedicated grade to perform HR duties, we also hold that it would not be in order to have three grades performing almost the same set of duties. Consequently, while we are providing for a specific grade to carry out HR duties, we are also abolishing the grade of Administrative Assistant, which is presently vacant. As regards incumbent in the grade of Administrative Assistant (Personal), she would continue to provide administrative support to Management. Thereafter, on abolition of the grade on vacancy, these duties should devolve on incumbents in the grade of Executive Officer who are required to provide administrative support, amongst others. We are making appropriate recommendations to that effect.

Recommendation 1

86.10 We recommend:

- (i) the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment to the grade as well as the duties that incumbent would be required to perform should be as recommended in the Introductory Chapter of this Volume;**
- (ii) that the vacant grade of Administrative Assistant be abolished; and**
- (iii) that upon abolition of the grade of Administrative Assistant (Personal), the administrative support duties should be taken over by officers in the grade of Executive Officer. This element has been considered in arriving at the recommended salary of the grade.**

86.11 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma should be allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Clerk/Word Processing Operator (New Grade)

86.12 Management has requested for an alignment of its General Services grades with what is obtainable in other institutions through the creation of the grades of Clerk/Word Processing Operator; Management Support Officer and Office Management Assistant. It has also made proposal for the grade of Senior Executive Officer to be made evanescent. The Union, on its part, has requested that the grade of Office Management Assistant be created and that Executive Officers and Higher Executive Officers be given the option to join the new grade.

86.13 We have carefully examined the above requests and consider that the creation of the grades of Management Support Officer and Office Management Assistant cannot be acceded to in view of the existing structure at the SIFB and the nature of duties performed by officers of the Executive Officer Cadre in certain sections namely finance and claims which are quite different from those performed by officers of the General Services grades in other Parastatal Bodies. The Bureau also wishes to highlight that the recommendation of the EOAC 2013 Report for Executive Officers and Higher Executive Officers in Parastatal Bodies to be given the option to join the grade of

Office Management Assistant is no longer valid pursuant to the re-engineering of the General Services structure in our last Report. As regards the grade of Senior Executive Officer, the Bureau considers that same should be maintained with a view not to jeopardize the career path of eligible officers.

- 86.14 The creation of the grade of Clerk/Word Processing Operator, against the abolition of the existing grades of Clerical Officer and Word Processing Operator which are presently vacant, is, on the other hand, being acceded to, as it is in line with our policy of favouring polyvalency and multiskilling.

Recommendation 2

- 86.15 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts at not more than two sittings; a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced level'; a Certificate in typewriting at a speed of at least 25 wpm; and a Certificate in Word Processing or Data Processing.**

- 86.16 We also recommend that the grades of Clerical Officer and Word Processing Operator, which are vacant, be abolished.**

- 86.17 Incumbent in the grade of Clerk/Word Processing Operator would be required to: perform duties of a clerical nature such as preparation, scrutiny and processing of straight forward documents, records; preparation of simple documents subject to check; arithmetical work; registry work; simple finance, human resource and procurement and supply work under supervision; type and collate official documents; operate office equipment such as telefax machine and electronic photocopying machine; and perform word processing and computer/data processing work.

Scheme of Service – Executive Officer

- 86.18 The grade of Executive Officer is currently filled from Clerical Officers who reckon at least four years' experience in a substantive capacity in the grade. Pursuant to the creation of the grade of Clerk/Word Processing Operator and the abolition of the grade of Clerical Officer, there is need to review the entry requirement for the grade of Executive Officer. We are recommending accordingly.

Recommendation 3

- 86.19 We recommend that further to the creation of the grade of Clerk/Word Processing Operator and abolition of the grade of Clerical Officer, the grade of Executive Officer should be filled by selection from among Clerk/Word Processing Operators reckoning at least four years' service in a substantive capacity in the grade.**

Allowance to Senior/Head Office Care Attendants and Office Care Attendants

86.20 Presently, some Senior/Head Office Care Attendants and Office Care Attendants, besides performing their normal duties, are also called upon to perform additional duties at the sub offices of the SIFB, such as cleaning toilets, gardening, lawn mowing and other related work for which they are paid a monthly allowance of Rs 500. As Management has confirmed that this arrangement would continue to be in force, we are, accordingly, revising the quantum thereof.

Recommendation 4

86.21 We recommend that the monthly allowance payable to Senior/Head Office Care Attendants and Office Care Attendants for performing additional duties such as cleaning toilets, gardening, lawn mowing and other related work over and above their normal schedule of duties should be revised to Rs 525.

Bad Road Allowance

86.22 A monthly bad road allowance of Rs 375 and Rs 880 respectively is presently payable to eligible field staff who use their motorcycles and motor cars for official travelling. We are maintaining the quantum of this allowance.

Recommendation 5

86.23 We recommend that the monthly Bad Road Allowance payable to officers for official travelling be maintained as hereunder:

Bad Road Allowance for:		Rs
(a)	Eligible Field Staff using Motorcycles	375
(b)	Eligible Field Staff using Motorcars	880

86. SUGAR INSURANCE FUND BOARD

SALARY SCHEDULE

SIFB 1 : Rs 21150

Safety and Health Officer (Part-time)

SIFB 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475

Office Care Attendant

SIFB 3 : 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 x 825 - 28225

Driver/Handy Worker

86. SUGAR INSURANCE FUND BOARD (Contd)

**SIFB 4 : 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**

Handy Worker (Skilled)

**SIFB 5 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**

Senior/Head Office Care Attendant

**SIFB 6 : 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 - 31525**

Telephonist/Receptionist

**SIFB 7 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator (New Grade)

**SIFB 8 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Executive Officer

**SIFB 9 : 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 -
37450 x 950 - 40300**

Field Officer/Senior Field Officer

**SIFB 10 : 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 - 41250**

Technical Design Officer

**SIFB 11 : 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**

Support Officer/Senior Support Officer

**SIFB 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**SIFB 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Higher Executive Officer

86. SUGAR INSURANCE FUND BOARD (Contd)

- SIFB 14 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- SIFB 15 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Field/Operations Supervisor
Registrar
Senior Executive Officer
Senior Technical Design Officer
- SIFB 16 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Accounting Technician
- SIFB 17 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Claims Officer
- SIFB 18 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900**
Administrative Assistant (Personal)
- SIFB 19 : Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900**
Principal Technical Design Officer
- SIFB 20 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Programmer/Analyst
- SIFB 21 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Land Surveyor
- SIFB 22 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 QB 55900 x 1700 - 62700**
Area Manager

86. SUGAR INSURANCE FUND BOARD (Contd)

SIFB 23 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Internal Auditor/Senior Internal Auditor (Future Holder)

SIFB 24 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Administrative Secretary
Internal Auditor (Personal)
Manager, Finance
Operations Manager
Senior Network and System Administrator
Senior Software Engineer

SIFB 25 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Chief Finance Officer
Chief IT Officer
Chief Operations Officer



87. TAMIL SPEAKING UNION

- 87.1 The Tamil Speaking Union (TSU) was set up under Act No. 23 of 2015 and operates under the *aegis* of the Ministry of Arts and Cultural Heritage. Its main objectives, among others, are the promotion of the Tamil language in its spoken and written forms; provide friendship and understanding between the Tamil Speaking peoples of the world; and promoting and encouraging the linguistic development among persons having an interest in the Tamil language with special emphasis on the cultural, artistic, economic and social perspective of the language.
- 87.2 In pursuance of its objectives, various activities are organised by the Union, namely publication of books and programmes at the MBC to promote the Tamil language.
- 87.3 During the meeting held at the Bureau, it was submitted that currently there is only one Clerk/Word Processing Operator in post and all other recruitment have been kept in abeyance pending approval from the parent Ministry. It should be pointed out that presently the overall responsibility for the administrative functions are being shouldered by the Chairman of the Council.
- 87.4 In the context of this Report, Management has made request for the payment of an allowance to the Chairperson of TSU for shouldering additional responsibilities and for the creation of the grade of Research Assistant.
- 87.5 Management was advised to fill in the vacant post of Programme Coordinator as it already includes research related duties. With regards to the request for the payment of an allowance, Management was advised to make a case to the Ministry of Public Service, Administrative and Institutional Reforms through its parent Ministry, subject to the approval of the Board.
- 87.6 As the grades created in the 2016 PRB Report have not yet been filled and there is no other pertinent request from Management, we are maintaining the current structure.

Part-Time Teachers

- 87.7 At present, Teachers teaching levels 1 and 2 are remunerated at the rate of Rs 155/hr and Teachers teaching levels 3, 4 and 5 are remunerated at the rate of Rs 220/hr. We are maintaining the recommendation and revising the quantum of the allowances.

Recommendation 1

- 87.8 **We recommend that:**
- (i) **Teachers teaching levels 1 and 2 should be remunerated at the rate of Rs 165/hr; and**
 - (ii) **Teachers teaching levels 3, 4 and 5 should be remunerated at the rate of Rs 235/hr.**
- 87.9 **We further recommend that the part-time Teachers should continue to be entitled to refund of travelling by bus and an End-of-Year Bonus computed at the rate of 1/12 of their annual earnings.**

87. TAMIL SPEAKING UNION

SALARY SCHEDULE

**TSU 1 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Care Attendant

**TSU 2 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator

**TSU 3 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk

**TSU 4 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Programme Coordinator



88. TOURISM AUTHORITY

- 88.1 The Tourism Authority (TA), which came into operation in 2004, is empowered to licence, regulate and supervise Tourist enterprises as well as activities pertaining to pleasure crafts, canvassers, skippers and whale and dolphin watching. By so doing the TA ensures that tourism activities in Mauritius are conducted in a safe and responsible manner and in line with quality standards while laying particular emphasis on international norms.
- 88.2 Besides its regulatory function, the TA is responsible for the cleaning, embellishment and maintenance of areas and roads which tourists frequently use or visit so as to maintain Mauritius as an upmarket destination. It also promotes co-ordination and co-operation between the public sector agencies and the private sector organisations engaged in the tourism industry; takes appropriate measures for the protection of consumers of the tourism industry; carries out investigations; and takes necessary actions to suppress illegal, dishonourable, unsound and improper practices in relation to any activity regulated under its Act.
- 88.3 The organisation structure of the TA is function-based comprising the units of Finance and Administration; Pleasure Craft Licence, Tourist Enterprise Licence, Licensing and Skipper's Licence; and Monitoring, Training and Public Relations. The Director, who is at the helm of the Authority, is responsible for its day to day activities and is assisted by a complement of staff involved in professional up to support functions.
- 88.4 In our last Report, we reinforced the structure of the TA with the creation of several grades so as to enhance the efficiency and effectiveness of its service delivery. Since then, the Bureau has provided salary grading for the grades of Internal Auditor and Safety and Health Officer (Part-time) created on an *ad hoc* basis. The request for the provision of salary grading for other grades, namely Leading Hand, Supervisor and Skipper were deferred for consideration for this review exercise while that of the grade of Office Management Assistant was not acceded to in view of the existing structure.
- 88.5 For this review exercise, the Unions have requested for the creation of a grade of Assistant Procurement and Supply Officer; creation of a new structure for employees of the Cleaning and Embellishment Unit; and amendments to be brought to the scheme of service of the grade of Principal Tourism Enforcement Officer.
- 88.6 With regards to Management, we had a meeting with the latter whereupon its proposals relating to creation of various levels; restyling of existing positions; upgrading of qualifications requirement; review of schemes of service; abolition of a few grades as well as provision of specific conditions of service for its employees were discussed.
- 88.7 To determine the functional need of the new levels proposed, the Bureau requested the TA to submit, at its earliest convenience, the proposed schemes of service thereof together with related justifications. Additional information pertaining to several of the other proposals was also sought. In fact, the information was still being awaited

when there was a change at the level of top Management of the TA. As a result of this change and the outbreak of the Covid-19 pandemic, Management expressed its intention to restructure the organisation. New submissions were, accordingly, received for creation and restyling of grades; amendments to schemes of service; upgrading of qualifications requirement; and abolition of certain grades which no longer suit the needs of the organisation.

88.8 In view of our tight time schedule, it was not possible to grant another hearing to Management. Nevertheless, all the submissions received were thoroughly scrutinised by the Bureau. For want of functional justifications, requests for the creation of the grades of Assistant Manager, Administration; Office Superintendent; Office Management Assistant; and Senior Accounting Technician could not be retained. We were also unable to assess the need for the grade of Examiner as the TA did not submit the proposed scheme of service of the grade. Request for an upgrading of the qualifications requirement of the grade of Tourism Enforcement Officer to degree level has been assessed vide criteria set under the Chapter Review of Schemes of Service and Qualifications. We abstained from restyling some grades as proposed in view of the implicit salary implications. As regards the creation of the grades of Leading Hand and Supervisor which were deferred for consideration for this review exercise, we could not make any recommendation related thereto as no proposal in that direction was received from the new Management.

88.9 Based on our examination of the existing structure, we consider that there is merit in the case made for the creation of the grades of Assistant Procurement and Supply Officer and Skipper. We also consider that there is justified ground for the provision of a dedicated grade at operational level to deal effectively with all matters pertaining to Human Resource. Hence, we are making appropriate recommendation in that direction. At the request of Management, we are also bringing changes to the schemes of service of certain grades at the TA.

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

88.10 Matters pertaining to Human Resource issues are presently being dealt by the Administrative Officer. We have received representations for the creation of the grades of Manager, Human Resources and Assistant Manager, Human Resources. Given that there already exists a grade of Manager, Administration and Corporate which is responsible for all human resource issues as revealed by the scheme of service and as the creation of the proposed grades would have led to a top heavy organisation, the Bureau could not accede to the request. However, in view of the number of employees and increasing number of human resource issues we are providing for a grade at appropriate level to allow the Authority to deal efficiently with its human resource matters.

Recommendation 1

88.11 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment, duties as well as the

provision for movement beyond the top salary should be as recommended in the Introductory Chapter of this Volume.

Assistant Procurement and Supply Officer (New Grade)

88.12 Presently, there exists the grade of Procurement and Supply Officer on the establishment of the TA, which is responsible for all procurement matters. Both Management and the staff side have requested for the provision of a grade of Assistant Procurement and Supply Officer to provide assistance in handling procurement matters in view of the increase in volume of procurement activities especially in connection with the cleaning and embellishment programme. On the basis of the merit of the case, we are, therefore, recommending accordingly.

Recommendation 2

88.13 We recommend the creation of a grade of Assistant Procurement and Supply Officer. The mode of appointment thereto should be as recommended in the Introductory Chapter of this Volume.

88.14 The Assistant Procurement and Supply Officer would be required, among others, to: assist in the organisation and management of the procurement and supply activities of the TA; perform procurement and supply duties, storekeeping and stock control duties in accordance with the provisions laid down in approved rules and procedures; keep and update stores records; prepare tender documents; receive materials into stores and ensure that they comply with requisition orders and are in good condition; submit return of all unserviceable stores, dormant stores and return to stores; and assist in any assignment related to procurement, supply and warehouse operations.

Procurement and Supply Officer

88.15 Pursuant to the creation of the grade of Assistant Procurement and Supply Officer, the entry requirements for the grade of Procurement and Supply Officer have changed. There is, therefore, need to bring consequential changes to the scheme of service of the grade.

Recommendation 3

88.16 We recommend that following the creation of the grade of Assistant Procurement and Supply Officer, consequential amendments should be made to the scheme of service of the grade of Procurement and Supply Officer.

Skipper (New Grade)

88.17 Monitoring of pleasure crafts, skipper and canvasser activities to ensure that they comply with the existing regulations, standard, norms and guidelines form part of the major activities of the TA. It has been submitted that the Authority has acquired a craft for the conduct of these activities and is currently employing a Skipper on contractual basis to operate and be responsible for the safe navigation of the craft during the monitoring exercises conducted by officers of the Authority. As the need is now strongly felt for a dedicated grade to perform these duties on a full-time basis,

request has been made for the creation of a grade of Skipper. On the basis of operational requirements, we endorse the proposal made.

Recommendation 4

88.18 We recommend the creation of a grade of Skipper. Appointment thereto should be made by selection from among candidates possessing a Category C Skipper's Licence; a Professional Diver's qualification and a Certificate of Competency in Seamanship, Navigation or Marine safety awarded by a recognised nautical institution.

88.19 Incumbents in the grade would, *inter alia*, be responsible for the safe navigation of the patrol craft of the Authority during monitoring exercises conducted by Tourism Enforcement Officers: operating the craft in compliance with procedures set out by the Authority to ensure safety and security at sea at all times; maintaining the seaworthiness of the craft at all times by ensuring operational stats of engines and all equipment onboard; maintaining all documentations/records relevant to the craft and to submit reports as directed by the Authority; supervising the transfer of the craft by road on trailer from one area of operation to another, as and when required; and be responsible for the routine maintenance and cleanliness of the craft prior to and after deployment at sea.

Scheme of Service – Manager, Licensing

Manager, Monitoring and Compliance

Manager, Tourism Product Development and Innovation

88.20 Appointment to the grades of Manager, Licensing; Manager, Monitoring and Compliance and Manager, Tourism Product Development and Innovation are presently made from candidates possessing a Degree in certain specific fields together with five years' post qualification experience in the tourism sector. Management has requested that in addition to the existing qualifications, candidates possessing a Master's Degree in the required field and reckoning at least two years' post-qualification experience in the tourism sector or tourism-related organisation be also given consideration for the post. It was also proposed that Senior Tourism Enforcement Officers or Principal Tourism Enforcement Officers possessing a Degree be eligible for these positions.

88.21 Given that the present mode of appointment to the above-mentioned grades already allows serving officers possessing the required qualifications to postulate for them, we have not deemed it appropriate to limit the grades to serving officers only. However, to ease the recruitment process, we are enlarging the academic qualifications requirement. We have also, wherever required, waived certain fields which have no nexus with the duties performed.

Recommendation 5

88.22 We recommend that, in future:

- (a) appointment to the grade of Manager, Licensing should be made by selection from among candidates possessing:**

- (i) a Degree in Management or Administration or Tourism or Tourism and Hospitality Management or an equivalent qualification acceptable to the Board and reckoning at least five years' post-qualification experience in the tourism sector or in a tourism-related organisation

OR
 - (ii) a Master's Degree in Management or Administration or Tourism or Tourism and Hospitality Management or an equivalent qualification acceptable to the Board and reckoning at least two years' post-qualification experience in the tourism sector or tourism-related organisation
- (b) appointment to the grade of Manager, Monitoring and Compliance should be made by selection from among candidates possessing:
- (i) a Degree in Tourism or Tourism and Hospitality Management or Administration or an equivalent qualification acceptable to the Board and reckoning at least five years' post-qualification experience in the tourism sector or tourism-related organisation

OR
 - (ii) a Master's Degree in Tourism or Tourism and Hospitality Management or Administration or an equivalent qualification acceptable to the Board and reckoning at least two years' post-qualification experience in the tourism sector or in a tourism-related organisation
- (c) appointment to the grade of Manager, Tourism Product Development and Innovation should be made by selection from among candidates possessing:
- (i) a Degree in Tourism or Tourism and Hospitality Management or an equivalent qualification acceptable by the Board and reckoning at least five years' post-qualification experience in the tourism sector or tourism-related organisation

OR
 - (ii) a Master's Degree in Tourism or Tourism and Hospitality Management or an equivalent qualification acceptable to the Board and reckoning at least two years' post-qualification experience in the tourism sector or in a tourism-related organisation.

Abolition of grade

88.23 Upon request of Management, we are abolishing the grade of Administrative Manager which is vacant and which no longer fits the existing organisation's structure.

Recommendation 6

88.24 We recommend that the grade of Administrative Manager be abolished.

Flexibility for determination of salary package

88.25 Tourism is an important pillar of our economy and, therefore, the employment of high calibre professionals in this sector is a *sine qua non* for success, particularly as the industry is a dynamic one. On this account, the TA, just like the Mauritius Tourism Promotion Authority, has been given the leeway to determine the salary package of such incumbents within certain parameters. This arrangement should continue to prevail.

Recommendation 7

88.26 We recommend that, in case of difficulty of recruitment and retention of high calibre professionals in certain specific grades, incumbents may be granted a remuneration package comprising a negotiable salary in the salary range of respective level, along with an allowance in consideration of the following:

- (i) **skills and competencies;**
- (ii) **international experience/exposure in the specific field;**
- (iii) **proven track record (locally and at international level); and**
- (iv) **alternative modes of recruitment.**

88. TOURISM AUTHORITY

SALARY SCHEDULE

TA 1	:	Rs 21150 Safety and Health Officer (Part Time)
TA 2	:	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
TA 3	:	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 Office Attendant
TA 4	:	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Documentation Assistant

88. TOURISM AUTHORITY (Contd)

- TA 5 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver/Attendant
- TA 6 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator
- TA 7 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
Skipper (New Grade)
- TA 8 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- TA 9 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Accounts Clerk
Assistant Procurement and Supply Officer (New Grade)
Executive Officer (Personal)
- TA 10 : 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 - 39350**
Tourist Warden
- TA 11 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- TA 12 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Higher Executive Officer
Procurement and Supply Officer
- TA 13 : 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 QB 43500 x 1300 - 44800**
Assistant Public Relations Officer

88. TOURISM AUTHORITY (Contd)

- TA 14 : 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 - 44800**
Tourism Enforcement Officer
- TA 15 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- TA 16 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
ICT Technician
formerly IT Technician
- TA 17 : 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**
Assistant Examiner
- TA 18 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Accounting Technician
- TA 19 : Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200**
Senior Tourism Enforcement Officer
- TA 20 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Public Relations/Customer Care Officer
Training Co-ordinator
- TA 21 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
IT Officer
- TA 22 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Accountant
Administrative Officer
Internal Auditor

88. TOURISM AUTHORITY (Contd)

TA 23 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Principal Tourism Enforcement Officer

TA 24 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Manager, Administration and Corporate Services

Manager, IT

Manager, Licensing

Manager, Monitoring and Compliance

Manager, Tourism Product Development and Innovation

TA 25 : Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Deputy Director

TA 26 : Rs 119500

Director



89. TOURISM EMPLOYEES WELFARE FUND

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

ICT Technician (New Grade)

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

Recommendation 1

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

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

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

89. TOURISM EMPLOYEES WELFARE FUND

SALARY SCHEDULE

TEWF 1 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

Driver/Office Attendant

TEWF 2 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875

Receptionist/Telephone Operator

TEWF 3 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

Clerk/Word Processing Operator

TEWF 4 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Management Support Officer

TEWF 5 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Accounts Clerk

TEWF 6 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Programme Welfare Assistant

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

Accounts Officer

89. TOURISM EMPLOYEES WELFARE FUND (Contd)

TEWF 8 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800

Office Management Assistant

TEWF 9 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

ICT Technician (New Grade)

TEWF 10 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Accounting Technician

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

Programme Welfare Officer

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

Accountant

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

Secretary



90. TOWN AND COUNTRY PLANNING BOARD

- 90.1 In accordance with the Town and Country Planning Act No. 6 of 1954, the Town and Country Planning Board (TCPB) prepares the Outline Scheme for each Local Authority; manages and controls the use and development of land in both urban and rural areas as well as reviews continuously the Outline Scheme; and responds to changing government policies with respect to economic development, environmental sustainability and social equity.
- 90.2 Subsequent to shifting one of its main functions to the Environment and Land Use Appeal Tribunal, the staff strength of the TCPB was obviously higher than the staff requirement which is function based. Consequently, some of the officers are required to service the parent Ministry as well, on a part-time basis.
- 90.3 The grade of Administrative Manager, which is at the apex of the organisation, is actually vacant. A Planning Officer/Senior Planning Officer is, therefore, responsible for the day-to-day management of the TCPB with the assistance of officers in support grades.
- 90.4 During consultation, the TCPB has informed that the Planning and Development Bill is in the final stage, awaiting approval. Hence, the operations of the TCPB is kept on a *status quo* mode and an organisational change is not envisaged at this stage.

90. TOWN AND COUNTRY PLANNING BOARD

SALARY SCHEDULE

TCP 1	:	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
		Office Attendant
TCP 2	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver
TCP 3	:	Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000
		Word Processing Operator
TCP 4	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerk

90. TOWN AND COUNTRY PLANNING BOARD (Contd)

TCP 5 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer

TCP 6 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Executive Officer (Personal)

TCP 7 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

TCP 8 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Higher Executive Officer

TCP 9 : 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 – 47675

Planning Inspector

TCP 10 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200

Senior Planning Inspector

TCP 11 : Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Chief Planning Inspector

TCP 12 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Planning Officer/Senior Planning Officer

TCP 13 : Rs 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Administrative Manager



91. TRADE UNION TRUST FUND

- 91.1 Set up as a body corporate under Act No. 1 of 1997, the Trade Union Trust Fund (TUTF) operates under the *aegis* of the Ministry of Labour, Human Resource Development and Training, and Commerce and Consumer Protection. It was established with a view to providing for the incorporation and management of a fund for the benefit of trade unions.
- 91.2 Its objectives are, among others, to: reinforce the trade unions; receive and manage funds and other property obtained from Government and other sources; promote workers' education; and organise and sponsor seminars, conferences, workshops, training courses and other related activities for the benefit of the members of trade unions affiliated to workers' organisations.
- 91.3 A Board of Trustees manages and administers the TUTF. Eight Federations are affiliated to the Board. The TUTF receives and manages a budget of Rs 4 million annually. The Board has to submit a report on the number of persons trained for the fund disbursed. An Auditor's Report, which is also prepared and submitted to the parent Ministry, is tabled at the National Assembly.
- 91.4 The Fund is presently serviced by officers in the grades of Executive Secretary, Clerk/Word Processing Operator and General Worker. In the context of this review exercise, Management apprised the Bureau that the existing structure is fit for purpose and should be maintained.
- 91.5 We are, therefore, not bringing any changes in the organisation structure and are revising the salary scale of existing grades as well as reviewing the quantum of allowance payable to the General Worker.

General Worker

- 91.6 At present, the General Worker is granted an allowance for performing duties of the grade of Office Attendant as there is no such grade in the organisation. We are maintaining this provision.

Recommendation 1

- 91.7 We recommend that incumbent in the grade of General Worker who is required to perform daily the duties of the grade of Office Attendant should be paid a monthly allowance equivalent to three increments at the salary point reached in the salary scale.**

91. TRADE UNION TRUST FUND

SALARY SCHEDULE

TUTF 1	:	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150
		General Worker

91. TRADE UNION TRUST FUND (Contd)

**TUTF 2 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**

Clerk/Word Processing Operator

**TUTF 3 : 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**

Executive Secretary



92. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

- 92.1 Established under Act No. 9 of 1996 (subsequently amended in 2012), the Training and Employment of Disabled Persons Board (TEDPB) is a body corporate which operates under the *aegis* of the Ministry of Social Integration, Social Security and National Solidarity. In the furtherance of its objects, the TEDPB: prevents discrimination against persons with disabilities; taps into all available resources for their benefit; and encourages schemes and projects to work jointly with private sector and parastatal bodies with a view to fulfilling its vision of creating equal opportunities to mainstream persons with disabilities in employment.
- 92.2 The TEDPB is under the administrative control of the General Manager who is responsible for the day-to-day administration of the Board. He is supported in his tasks by a staffing complement comprising technical and administrative grades including a number of staff with disabilities.
- 92.3 Management has submitted that the structure be maintained pending the finalisation of the Disability Bill which caters for protecting the rights of persons with disabilities. It was, however, submitted that the services of the Assistant Instructor/Instructor are still required outside normal working hours. As the present hours of operation of officers in the said grade is from 0800 hours to 1400 hours, a request was thus made to extend the departure time to 1530 hours. Parties were informed that the onus for specifying the working hours of employees rests with the Responsible Officer to which they subscribed. We are, therefore, providing the revised salaries of the existing grades.

92. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

SALARY SCHEDULE

- TEDPB 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**
General Worker
- TEDPB 2 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**
Gardener
Office/Transport Attendant
- TEDPB 3 : 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**
Workshop Assistant

92. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD (Contd)

**TEDPB 4 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**

Driver/Office Attendant

**TEDPB 5 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Receptionist/Telephone Operator

**TEDPB 6 : 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 - 33175**

Assistant Stores Officer (Personal)

**TEDPB 7 : 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**

Assistant Instructor/Instructor

**TEDPB 8 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**

Clerk/Word Processing Operator

**TEDPB 9 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 36550**

Customer Service Clerk

**TEDPB 10 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**

Management Support Officer

**TEDPB 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Disability Employment Officer

**TEDPB 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**

Confidential Secretary

**TEDPB 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 43500**

Accounts Officer
Higher Executive Officer

92. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD (Contd)

TEDPB 14 : Rs 82250 x 3000 - 88250 x 3125 - 91375

General Manager



93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

- 93.1 Established in 1992 by an act of Parliament, the Trust Fund for Specialised Medical Care (Cardiac Centre) became operational in June 1998. Its prime function is to provide cardiac surgery and interventional cardiology coupled with specialised care to cardiac patients.
- 93.2 From a modest start since its inception, the Cardiac Centre has grown rapidly over the years to become a landmark player in cardiac and other related interventions in cardiology for the African region. At present, in addition to providing cardiac surgeries, the Cardiac Centre provides other services such as Vascular surgeries, Coronary Angiography and Coronary Angioplasty to patients. In line with Government's objective to decentralise medical facilities and services, the Cardiac Centre has also, since September 2017, set up a new Cardiac Surgery Wing at the Victoria Hospital to allow patients in catchment areas to avail from an early surgery and avoid the hassle of travelling long distances to attend to treatment.
- 93.3 An Executive Director is presently at the helm of the Cardiac Centre and he is responsible for its day-to-day management. As regards the clinical administration of the Centre, the responsibility befalls the Director Cardiac Services. Under the control of these two, lies a complement of medical, paramedical, professional, technical and supporting grades.
- 93.4 We provided the Cardiac Centre with several new levels in our previous Report to enable it deliver its services in a more efficient manner. According to Management, most of these grades have already been filled. Further, since the last Report till date, the Bureau has provided salaries for Doctors recruited on contractual basis; re-assessed a few grades on the basis of the proposed schemes of service that were submitted to determine whether the amendments would have any bearing on the salaries; and gave advice on several issues relating to administrative/implementation problems.
- 93.5 In the course of this review exercise, the staff side have pressed for the creation of various grades; change in the working hours of Doctors as well as other grades; restyling of certain grades; provision of appropriate training to officers; introduction of on-call allowances for a few grades and extension of salary scales. Management, on the other side, in addition to supporting several of the proposals of the Unions, has requested for the creation of additional levels to strengthen its existing structure and provision of certain specific conditions of service for its employees. Besides these submissions, other representations were also received from individual employees, which were equally given due consideration.
- 93.6 All the above representations have been scrupulously examined and extensively discussed with the parties concerned during consultations. Further, staff members who expressed the wish to depone were also heard. Wherever, for technical reasons, we could not accede to the proposals made, we so informed the parties and provided the necessary explanations related thereto. We also gave advice on the appropriate

course of action to be adopted regarding representations which do not fall within our province.

- 93.7 We are, in this Report, further strengthening the organisation structure through the provision of new grades at different levels and in the various departments of the Centre based on organisational requirements. Certain grades are being restyled to reflect the nature of duties and responsibilities involved, and on-call and in-attendance allowances are being introduced for the grade of Specialised Perfusionist/Senior Specialised Perfusionist. We are also making appropriate recommendation regarding hours of work of these officers and that of the Doctors. Regarding some of the conditions of service which are specific to the Cardiac Centre, improvement is being brought thereto in this Report.
- 93.8 In so far as the request made by the staff side for the provision of training to certain grades is concerned, the Bureau emphasises that appropriate recommendations for training have been made in the Chapter on Training and Development in Volume 1 of this Report. Nonetheless, the matter was discussed with Management during the consultative meeting and the latter was agreeable to do needful for the provision of training to its employees.

Hours of Work of Doctors

- 93.9 As mentioned earlier, a request has been made by the staff side to review the hours of work of the Doctors from 0800-1800 to 0845-1600, to which Management has raised no objection. The Union has grounded its request on the premise that the Centre has now an adequate number of Doctors as well as the requisite logistics to effectively deliver its services compared to what was previously available. It has also relied on the relevant provisions of law regarding working hours to back its request.
- 93.10 The onus for determining the working hours of employees normally rests upon Management. Yet, in the present case, we have deemed it appropriate to examine the matter in view of associated implications. On the basis of the arguments brought forward, we consider that there is justified grounds for the hours of work of the Doctors to be reviewed. Nevertheless, we also firmly believe that it would not be wise for the Centre to operate within normal working hours only given the nature of the services provided. Presently, although operating up to 1800 hours, there is a list of patients awaiting for surgery or angiography. Should the hours of operation be reviewed downwards, the list of patients in waiting would become longer and longer where they would have to wait much more. As this would cause prejudice to patients, a new formula needs to be designed. In the circumstance, we are making appropriate recommendation which, while ensuring that the Doctors are not unduly penalised, provides for a continuous delivery of service up to 1800 hours as is presently the case.
- 93.11 The above provision is also being extended to officers in the grade of Specialised Perfusionist/Senior Specialised Perfusionist and Specialised Physiotherapist who are also required to work till 1800 hours.

Recommendation 1

93.12 We recommend that the hours of work of Doctors, Specialised Perfusionist/Senior Specialised Perfusionists and Specialised Physiotherapists of the Cardiac Centre should not be more than 40 hours weekly.

Senior Procurement and Supply Officer (New Grade)

93.13 With a view to improving operational efficiency, we provided the Cardiac Centre with a grade of Procurement and Supply Officer in our last Report. In the context of this review, it has been argued that there has been a significant rise in the volume and complexity of the procurement transactions over the last few years, owing to an expansion in activities and coming into operation of the new wing at the Victoria Hospital.

93.14 In this perspective, a request has been made by Management to further reinforce the Procurement Section with the creation of a level of Manager, Procurement and Supply. We have carefully examined the proposal taking into account the size of the organisation and volume of activities, and hold that a grade of Senior Procurement and Supply Officer would be more appropriate to meet the current needs of the organisation, to which Management is agreeable. We are recommending accordingly.

Recommendation 2

93.15 We recommend the creation of a grade of Senior Procurement and Supply Officer. The mode of appointment thereto should be as recommended in the Introductory Chapter of this Volume.

93.16 Incumbent would be required, among others, to be responsible for the general supervision and control for the proper functioning of the section; liaise with suppliers and follow up on purchase orders to ensure timely delivery of commodities; flag non-compliance and misinterpretation of existing rules and regulations; perform procurement and store operations in compliance with provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force; and carry out appraisal and review of organisational set-up, systems and procedures related to supply and store operations, as and when required.

Health Records Officer (New Grade)

93.17 Presently the Health Records Clerks and Higher Health Records Clerks at the Cardiac Centre report to a Senior Health Records Officer who is on secondment from the Ministry of Health and Wellness. Given that the Cardiac Centre has been advised by the parent Ministry to recruit its own staff and as the need is deeply felt for a supervisory level to oversee the health records department, Management has requested that it be provided with a grade of Health Records Officer. We have examined the request and on the basis of the merit of the case, are making appropriate recommendation.

Recommendation 3

93.18 We recommend the creation of a grade of Health Records Officer. Appointment thereto should be made by selection from among officers of the Health Records Cadre who possess a Certificate in Health Records Management or Health Information Management or a Certificate from the Institute of Health Records and Information Management (IHRIM) and who are recognised as a Certified Member.

93.19 The Health Records Officer would be required, among others, to supervise the health records department and provide appropriate coverage of health service point; prepare duty roster for health records staff; provide-on-the-job training to health records staff; effect quality control of clinical coding and all registers kept by the health records department; and keep a register of dormant case-notes, arranging for their transfer to secondary storage areas and their ultimate disposal.

IT Officer (New Grade)

93.20 A request has been made by Management for the creation of a grade of IT Officer against the abolition of the grade of Systems Administrator which has remained vacant for years and which no longer meets the demands of the organisation. Given that the volume of activities of the Cardiac Centre that are IT based is quite substantial, the need is, therefore, felt for the organisation to be equipped with the right skills to ensure an effective and smooth delivery of services. Thus, we subscribe to the request made and are recommending accordingly.

Recommendation 4

93.21 We recommend:

- (i) the creation of a grade of IT Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or an equivalent qualification acceptable to the Board; and**
- (ii) that the grade of Systems Administrator be abolished.**

93.22 Incumbent in the grade of IT Officer would be required, *inter alia*, to troubleshoot network and internet problems as well as diagnose and figure out software/hardware faults; perform database, network and systems administration; assist in performing system study and analysis; install and configure hardware and common PC-related software and provide preventing measures and technical support thereon; comply with and promote applicable security standards in relation to computer systems; commission IT equipment; carry out survey/audit of the technical features of computer equipment; and conceive and develop training materials.

Safety and Health Officer (Part-Time) (New Grade)

93.23 The Cardiac Centre has submitted that it has a staff size of over 400 employees and consequently it requires a level of Safety and Health Officer on a part-time basis to

deal with its recurring safety and health issues. As the request is in line with the provisions laid down in the Occupational Safety and Health Act, we subscribe to the proposal made.

Recommendation 5

93.24 We recommend the creation of a grade of Safety and Health Officer on a part-time basis. Appointment to the grade should be made by selection from among candidates possessing a Diploma in Occupational Health and Safety or Occupational Safety and Health Management or an equivalent qualification acceptable to the Board.

93.25 Incumbent would, *inter alia*, be required to be responsible for exercising general supervision regarding compliance with the provisions of the Occupational Safety and Health Act; plan, elaborate, implement and maintain adequate health and safety measures; design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislation in force; inspect sites of work, assess risks and make recommendations; and advise on all matters relating to safety and health.

Office Management Assistant (New Grade)

93.26 Management has requested that it be provided with a level of Office Management Assistant on the ground that the officer in the grade of Executive Officer (Personal) in post is required, over and above her normal set of duties, to assume higher responsibilities which are not listed in her scheme of service. In view of the permanency of the duties being performed, the need is now felt for a new level to perform the higher level duties. We have examined the proposal in line with the existing structure against the duties and responsibilities devolving on that level, and we are consequently making appropriate recommendation to that effect.

Recommendation 6

93.27 We recommend the creation of a grade of Office Management Assistant. The mode of appointment to the grade as well as the duties should be as recommended in the Introductory Chapter of this Volume.

93.28 Incumbent would be required, *inter alia*, to provide administrative support in general administration, human resource management, finance and procurement and supply; assist in the organisation of official functions, induction and training programmes and other activities; manage and ensure safekeeping of official records; ensure the keeping of proper, complete and up-to-date human resource/financial records; and coordinate and supervise the work of subordinate staff.

Nursing Aid (Shift)

formerly Nursing Aid/General Worker

93.29 Fervent representations have been made by the staff side to review the job appellation of the grade of Nursing Aid/General Worker on the premise that the actual one is demeaning and does not reflect the real nature of duties devolving upon incumbents.

A careful examination of the prescribed scheme of service of the grade as well as the Job Description Questionnaires reveal that incumbents indeed do not perform General Worker duties; the more so these duties are also listed in the scheme of service of the grade of Handy Worker and incumbents in the latter grade are effectively performing same. Based on our examination, we are, thus, inclined to conclude that the current job title does not portray a clear description of the duties being performed. In the circumstances, we consider the demand made for restyling of the grade to be valid. We also consider that the scheme of service of the grade should be amended to reflect the actual duties performed.

Recommendation 7

93.30 We recommend that the grade of Nursing Aid/General Worker be restyled Nursing Aid (Shift).

93.31 We further recommend that the scheme of service of the grade should be amended to reflect the actual duties performed by the incumbents.

On-Call and In-Attendance Allowances

93.32 The Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons and Specialised Physiotherapists are paid On-Call allowances when required to be On Call. While In-Attendance, they qualify for payment of an additional allowance which is inclusive of travelling time.

93.33 Both Management and the staff side have made proposal for the extension of the On-Call and in-attendance allowances to incumbents in the grade of Specialised Perfusionist/Senior Specialised Perfusionist. When there are emergency surgeries after normal working hours during nights, weekends and public holidays, these Specialised Perfusionist/Senior Specialised Perfusionists are equally required to attend as they play a very important role as a member of the surgery team.

93.34 On the other hand, we have also been apprised that although Cardiac Anaesthetists are supposed to be operating on an On-Call roster system during the weekdays, their services are often required for the whole night whenever there are two or more cardiac surgeries and to cater for critical post-operative/post interventional in-patients in the ICU and other emergencies. The officers are presently being paid the In-Attendance allowance for working overnight. However, the Internal Control Unit of the Ministry has raised certain apprehensions regarding the present system, which it considers to be inappropriate. In the circumstance, the Ministry has requested that the present system of compensation be reviewed.

93.35 After examination, we are making appropriate recommendation to address these issues in line with existing provisions, that is, extending the On-Call allowance and In-Attendance allowance to incumbents in the grade of Specialised Perfusionist/Senior Specialised Perfusionist and making provision for the officers whose grades are listed at paragraph 93.36 to be remunerated at hourly rate whenever they are required to work overnight, otherwise the present system of On-Call and In-Attendance should apply.

Recommendation 8

93.36 We recommend that the Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons, Specialised Physiotherapists and Specialised Perfusionist/Senior Specialised Perfusionists be paid 'On-Call' allowances as hereunder:

On-Call Grades	Director Cardiac Services, Cardiologist, Cardiac Surgeon, Cardiac Anaesthetist and Vascular Surgeon Rs	Specialised Physiotherapist Rs	Specialised Perfusionist/Senior Specialised Perfusionist Rs
Weekdays 1800 hours to 0800 hours the following day	1145	375	350
Saturdays 1200 hours to Sunday 0800 hours	1715	525	490
Sundays and Public Holidays 0800 hours to 0800 hours the following day	1715	630	590

93.37 When attending the Centre while On-Call, the rate of In-Attendance allowance, inclusive of travelling time, payable to the above officers, should be as hereunder:

- (i) Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists and Vascular Surgeons **Rs 980 per hour**
- (ii) Specialised Physiotherapists **Rs 210 per hour**
- (iii) Specialised Perfusionist/Senior Specialised Perfusionists **Rs 195 per hour**

93.38 However, for the days when the aforementioned officers would continue to work at the Cardiac Centre after their normal hours up to 0800 hours the next day, they should be compensated at the normal hourly rated based on the salary point reached in their salary scale, for every additional hour put in.

Allowance for coverage at Night, Sunday and Public Holiday

93.39 Presently, Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers who are called upon to put in additional hours of work at night, Saturday afternoon, Sundays and Public Holidays are compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in. As this arrangement would continue to be in force, we are maintaining the provision.

Recommendation 9

93.40 We recommend that Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers who are required to put in additional hours of work at Night, on Saturday afternoon, Sundays and Public Holidays should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale, for every additional hour put in.

Continuing Professional Development

93.41 Members of medical profession on the establishment of the Ministry of Health and Wellness (MOHW) are entitled to a Continuing Professional Development (CPD) allowance which is meant to provide them with some sort of assistance towards meeting their obligations in achieving the required number of CPD points. The latter are also granted a maximum of 10 days' special leave to enable them to take advantage of CPD programmes either locally or abroad.

93.42 Given that continuing professional development is also a prerequisite for Doctors at the Cardiac Centre, a case has been made for the above privileges to be extended to them. On the basis of the strength of the case, we subscribe to the proposal made.

Recommendation 10

93.43 We recommend that members of the Medical Profession of the Cardiac Centre should be:

- (i) paid an allowance of Rs 12130 annually, cumulative over a period of three years, to meet the expenses towards their Continuing Professional Development on presentation of documentary evidence. The CPD accumulated for the first year would, however, be forfeited on the fourth year if not benefited from; and**
- (ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of service, to enable them to take advantage of Continuing Professional Development Programmes either locally or abroad. However, such special leave may be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.**

Book Allowance/ Special Medical Service Allowance

93.44 Members of the Medical Profession at the Cardiac Centre are entitled to a yearly book allowance for the purchase of medical books, e-materials, journals and other publications and a Special Medical Service Allowance. Besides, in our last Report, we also made provision for the grant of smart phones to the concerned officers so that they can keep abreast of latest development in their field using digital technology. In accordance with what has been recommended for the MOHW, we are making provision for the book allowance to lapse upon the grant of a smart phone of equivalent value.

Recommendation 11

93.45 We recommend that:

- (i) the Cardiac Centre should, at the earliest, provide a smart phone of equivalent value to the Book Allowance to every member of the Medical Profession who is appointed in a substantive capacity at the Cardiac Centre; and**
- (ii) the concerned officer should continue to be paid an annual allowance of Rs 13500 for the purchase of medical books, e-materials, journals and other publications until such time that he is provided with the smart phone.**

93.46 We further recommend that provision made at paragraph 36.101 under the Ministry of Health and Wellness in respect of the Special Medical Service Allowance be extended to members of the Medical Profession at the Cardiac Centre.

Special Provision for Officers of the Medical Profession

93.47 Members of the Medical Profession of the Cardiac Centre are allowed to move incrementally in the Master Salary Scale and are entitled to car benefits as provided for members of the medical and dental professions of the MOHW. These provisions should continue to prevail.

Recommendation 12

93.48 We recommend that the provisions made at paragraphs 36.110 and 36.111 under the Chapter Ministry of Health and Wellness should equally apply to members of the Medical Profession at the Cardiac Centre.

Medical Specialists**Recommendation 13**

93.49 We recommend that the Cardiac Surgeons, Cardiac Anaesthetists, Cardiologists and Vascular Surgeons should be known as Consultant on reaching salary point of Rs 94500.

Bank for Specialised Nursing Officer

- 93.50 To palliate the problem of shortage of staff in the grade of Specialised Nursing Officer besides ensuring effective service delivery, the Cardiac Centre introduced a Bank Scheme for Specialised Nursing Officers in September 2017. Subsequently, the Bureau recommended the payment of an all-inclusive allowance of Rs 940 per day session of four hours and Rs 1070 per night session of four hours to the serving officers of the Specialised Nursing Officer Cadre who would be employed on a sessional basis under the bank scheme.
- 93.51 In the context of this review exercise, various representations have been received to review the mode of computation of the above allowance so that the officers are paid according to the position they occupy and not a uniform rate. Given that **the allowance is meant for operating at the level of Specialised Nursing Officer**, the Bureau holds that the actual mode of computation is appropriate and warrants no amendments. We are, however, revising the quantum of the allowances.
- 93.52 The Bureau also considers that it is not appropriate for the officers in the grades of Deputy Specialised Nursing Superintendent, Specialised Nursing Superintendent and Chief Specialised Nursing Superintendent to be included in the bank scheme given that they operate at higher levels and it would not be in order for them, while operating at the level of Specialised Nursing Officer under the bank scheme, to take instructions from officers who are junior to them. In the circumstance, we are removing these three grades from the Bank Scheme.

Recommendation 14

- 93.53 We recommend the payment of an all-inclusive allowance (excluding travelling) of Rs 990 per day session of four hours and Rs 1125 per night session of four hours to serving Specialised Nursing Officers and Specialised Head Nurses under the Bank for Specialised Nursing Officer Scheme.**
- 93.54 We also recommend that the payment of the allowances under the Bank Scheme should be on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

Shift Work and Night Duty Allowance

- 93.55 Officers of the Cardiac Centre who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% 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.
- 93.56 The Night Duty Allowance is, however, computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours for officers of the Specialised Nursing Officer Cadre. These provisions would continue to be in force.

Recommendation 15

- 93.57 We recommend that incumbents in the grades of Theatre Attendant (Shift), Nursing Aid (Shift) formerly Nursing Aid/General Workers, Ambulance Driver**

(Shift) and Handy Worker (Shift) who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours' lying-in period.

- 93.58 We further recommend that the Night Duty Allowance, for officers in the Specialised Nursing Officer Cadre, should be computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours.**

Night Attendance Bonus

- 93.59 Trainee Specialised Nursing Officers, Specialised Nursing Officers and Specialised Head Nurses are entitled to a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month. This arrangement should prevail.

Recommendation 16

- 93.60 We recommend that incumbents in the grades listed below should be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month.**

Grade	Night Attendance Bonus/month Rs
Trainee Specialised Nursing Officer	615
Specialised Nursing Officer	
Up to 10 years' service	615
Over 10 years' service	765
Specialised Head Nurse	
Up to 5 years' service	765
Over 5 years' service	920

Retention Allowance

- 93.61 In our previous Report, provision was made for payment of the Retention Allowance to some categories of officers at the Cardiac Centre to be discontinued as from January 2017. However, the requirement for the officers to refund the Retention Allowance in case they leave the service before reaching the age at which they may retire without the approval of the appropriate Service Commission was maintained.
- 93.62 Following representations received, we are waiving the requirement for the Retention Allowance to be refunded in case the officers leave the service before reaching the age at which they may retire without the approval of the appropriate Service Commission.

Recommendation 17

93.63 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.

93.64 We further recommend that all officers who have left or retired from the service as from 01 January 2021 and who have been required to refund the allowance, should be reimbursed the amount refunded by them.

Diploma in Cardiac Nursing

93.65 Recommendations have been made in our previous Reports for the MOHW to consider the advisability of running and awarding a Diploma in Cardiac Nursing to Trainee Specialised Nursing Officers on completion of their three-year training.

93.66 Since the course is yet to be mounted, the staff side have urged that the recommendation be maintained and implemented at the earliest possible. We have sought the views of Management on the matter and the latter is agreeable to liaise with the concerned authorities for the mounting of the course. We are, hence, maintaining this recommendation.

Recommendation 18

93.67 We recommend that the Ministry of Health and Wellness considers the advisability of mounting a Diploma Course in Cardiac Nursing for the Trainee Specialised Nursing Officers on completion of their three-year training.

Refund of Vacation Leave and Casual Leave

93.68 Specific provisions exist for officers of the Specialised Nursing Officer Cadre to be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their unutilised casual leave. Such leave can either be taken as leave prior to retirement or is refunded in the event the officers opt to work during the excess accumulated period.

93.69 Previously, both the vacation leave and the casual leave were refunded at the rate of 1/30 at the time of retirement. In our last Report, we reviewed the mode of refund for casual leave to a yearly basis. For this review exercise, we are improving further on the existing conditions.

Recommendation 19

93.70 We recommend that:

- (i) officers of the Specialised Nursing Officer Cadre should continue to be allowed to accumulate their vacation leave over and above their authorised ceiling. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement;**

- (ii) **the unutilised casual leave of officers of the Specialised Nursing Officer Cadre should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year;**
- (iii) **unutilised casual leave should be refunded to officers of the Specialised Nursing Officer Cadre on a *pro-rata* basis for the year in which the officer proceeds on retirement or passes away while in service; and**
- (iv) **officers of the Specialised Nursing Officer Cadre should continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

Notional Time

93.71 The Union have represented that in line with what obtains at the Ministry of Health and Wellness regarding handing over time, same should be extended to officers of the Specialised Nursing Officer Cadre. Given that the concerned officers are required to work on shift and are involved in handing over, we subscribe to the proposal made.

Recommendation 20

93.72 **We recommend that Specialised Head Nurses or any other officer who are involved in handing over when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours where the shift covers a cycle, should be compensated for the handing over time up to a maximum of 30 minutes through the grant of time-off.**

Compensation for work on Public Holidays falling on Night Shift

Recommendation 21

93.73 **We recommend that the handing over period of time up to a maximum of 30 minutes should continue to be considered as effective working hours for the purpose of determining any compensation or grant of day's off.**

Allowance to Theatre Attendant (Shift) when posted in the Operation Theatre for a whole month

93.74 Theatre Attendants, on shift, when posted to Operation Theatres for a whole month, are entitled to a monthly allowance of Rs 465. This arrangement should continue to be in force. The quantum of the allowance is being revised accordingly.

Recommendation 22

93.75 **We recommend that incumbents in the grade of Theatre Attendant (Shift), when posted to Operation Theatres for a whole month, should be paid a monthly allowance of Rs 490.**

Human Resource Officer/Senior Human Resource Officer

93.76 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting

certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

SALARY SCHEDULE

TFSMC 1	:	Rs 21150 Safety and Health Officer (Part-Time) (New Grade)
TFSMC 2	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 Handy Worker
TFSMC 3	:	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Handy Worker (Shift)
TFSMC 4	:	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Office Attendant
TFSMC 5	:	Rs 15485x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver/Office Attendant (Personal)
TFSMC 6	:	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 Nursing Aid (Shift) <i>formerly Nursing Aid/General Worker</i> Theatre Attendant (Shift)
TFSMC 7	:	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 Handy Worker Supervisor
TFSMC 8	:	Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 Receptionist/Telephonist
TFSMC 9	:	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 - 29875 Driver (Shift)

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 10 :** 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
Ambulance Driver (Shift)
- TFSMC 11 :** 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 - 26050 x 675 - 27400 x 825
- 31525
Linen Health Officer
- TFSMC 12 :** 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 - 31525
Receptionist/Telephonist (Roster)
- TFSMC 13 :** Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000
Word Processing Operator
- TFSMC 14 :** Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
Clerical Officer/Higher Clerical Officer
- TFSMC 15 :** 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
- 36550
Bio-Medical Technician
- TFSMC 16 :** 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
Health Records Clerk
- TFSMC 17 :** Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525
- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450
Management Support Officer
- TFSMC 18 :** Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

TFSMC 19 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350

Higher Health Records Clerk

TFSMC 20 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Internal Control Officer

TFSMC 21 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Confidential Secretary

TFSMC 22 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Procurement and Supply Officer

TFSMC 23 : 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 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800

Pharmacy Technician

TFSMC 24 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800

Trainee Specialised Nursing Officer

TFSMC 25 : 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 (New Grade)

TFSMC 26 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800

Health Records Officer (New Grade)

TFSMC 27 : Rs 21150 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 QB 44800 x 1300 - 46100

Medical Imaging Technologist

TFSMC 28 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 29 : 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**
Specialised Nursing Officer (Male and Female)
- TFSMC 30 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Procurement and Supply Officer (New Grade)
- TFSMC 31 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Accounting Technician
- TFSMC 32 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Specialised Head Nurse
- TFSMC 33 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300**
Deputy Specialised Nursing Superintendent
- TFSMC 34 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
IT Officer (New Grade)
- TFSMC 35 : Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200**
Specialised Perfusionist/Senior Specialised Perfusionist
- TFSMC 36 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Accountant/Senior Accountant
formerly Accountant
- TFSMC 37 : Rs 31525 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 Secretary
Pharmacist/Senior Pharmacist
- TFSMC 38 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Specialised Nursing Superintendent
Specialised Physiotherapist

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

TFSMC 39 : Rs 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Trainee Specialised Registered Medical Officer

TFSMC 40 : Rs 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Chief Specialised Nursing Superintendent

TFSMC 41 : Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375

Specialised Registered Medical Officer

TFSMC 42 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875

Medical Registrar

TFSMC 43 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 110125

Cardiac Anaesthetist
Cardiac Surgeon
Cardiologist
Vascular Surgeon

TFSMC 44 : Rs 119500

Director Cardiac Services

TFSMC 45 : Rs 122625

Director Cardiac Services (Personal)
Executive Director



94. UNIVERSITE DES MASCAREIGNES

- 94.1 Université des Mascareignes (UDM), a body corporate set up under the provision of the Université des Mascareignes Act of 2012, offers a wide range of courses and programmes at both undergraduate and postgraduate levels through three main faculties namely: Faculty of Sustainable Development and Engineering; Faculty of Business and Management; and Faculty of Information and Communication Technology. Its main aim is to become the preferred choice for students, lecturers and researchers of Mauritius and neighbouring countries. In so doing, it aspires to rank itself amongst the leading multidisciplinary Universities in the region.
- 94.2 The Director-General, being at the helm of the University, is responsible for the control and management of the day-to-day activities of the organisation. He is supported in his duties by the Deputy Director-General and academics as well as staff of the administrative, technical, general services and other occupational groups. Employees of the ex-Institut Supérieur de Technologie and ex-Swami Dayanand Institute of Management also form part of the staffing complement of UDM.
- 94.3 In the context of this review exercise, the proposals from staff side and Management were mainly for the creation of additional levels; alignment of salaries; amendment of scheme of service; and enhancing the conditions of service. During meeting, parties were informed that grades are created on the basis of the functional needs of the organisation. As certain positions at different levels are vacant, Management was requested to consider the filling of these vacant posts to which they subscribed. Parties were apprised that for amendment of scheme of service, the onus rests with Management after consultation with relevant stakeholders. With regard to the alignment of salaries and enhancement of conditions of service, they were informed that this would be examined holistically.
- 94.4 We are in this Report, reinforcing the organisational structure through the provision of additional levels to enable the University to meet its objectives and enhance its service delivery.

Procurement and Supply Cadre

- 94.5 Management highlighted that there is need for the setting up of a centralised Procurement Unit; introduction of a proper policy and procedures on the registration of suppliers; introduction of a statement of business ethics for suppliers, amongst others. The Bureau was apprised that activities related to procurement and supplies are being performed by officers in the evanescent grade of Assistant Procurement and Supply Officer and this arrangement is not in conformity with the principles of good governance/requirements of the Public Procurement Act. Therefore, request was made for the creation of a cadre to take responsibility of the procurement and supply activities at the UDM.
- 94.6 To be in line with the principles of good governance regarding the Public Procurement Act, the Bureau is agreeable to the proposal for the establishment of an appropriate

cadre at the UDM and is recommending the reinstatement of the grade of Assistant Procurement and Supply Officer and the creation of the grade of Procurement and Supply Officer.

Procurement and Supply Officer (New Grade)

Recommendation 1

94.7 We recommend the creation of a grade of Procurement and Supply Officer. The mode of appointment should be as recommended in the Introductory Chapter of this Volume.

94.8 Incumbent in the grade would be required, among others, to: be responsible to the Director-General for the technical aspects of their duties; advise the Director-General on matters relating to procurement and supply management; flag non-compliance and misinterpretation of existing rules and regulations to the Director-General; be in charge of or assist in the organisation, supervision and management of the Procurement and Supply Unit of the University; perform procurement, warehousing and stock control operations, and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate; carry out and/or assist the Director-General in the appraisal and review of the organisational set-up, systems and procedures related to procurement and supply and warehouse operations; make necessary recommendations and seek quotations, evaluate bids, order requisitions; and ensure follow-up actions.

Assistant Procurement and Supply Officer

formerly Assistant Procurement and Supply Officer (Personal)

Recommendation 2

94.9 We recommend that the grade of Assistant Procurement and Supply Officer (Personal) be reinstated.

Assistant Financial Operations Officer

formerly Assistant Financial Officer (Personal)

94.10 Management has requested for the creation of a grade of Assistant Financial Operations Officer to support incumbent in the grade of Financial Operations Officer, *formerly Financial Officer*. Given that there exists the grade of Assistant Financial Officer which is evanescent, **the Bureau is reinstating the grade with reviewed appellation.**

Recommendation 3

94.11 We recommend that the grade of Assistant Financial Officer (Personal) be reinstated and restyled Assistant Financial Operations Officer.

Student Affairs Officer/Senior Student Affairs Officer (New Grade)

94.12 In an endeavour to attain its mandate, Management has requested for the creation of a dedicated grade in the primary frontline office of the University to oversee local as well as international students and to implement policies that support the academic pursuits and development of students. The Bureau is agreeable to the submission of Management and is recommending the creation of a grade of Student Affairs Officer/Senior Student Affairs Officer. Further, the Bureau has catered for career earnings in arriving at the recommended salary of the grade. As such, no future request for creation of a supervisory level will be entertained.

Recommendation 4

94.13 We recommend the creation of a grade of Student Affairs Officer/Senior Student Affairs Officer. Appointment, thereto, should be made by selection from among candidates possessing a Degree and reckoning at least five years' post-qualification experience in matters related to students; having a thorough knowledge of electronic information systems; and possessing excellent interpersonal, organisational and communication skills.

94.14 Incumbent would be required, among others, to be responsible for counselling, welfare, social and pastoral aspects of students; assisting in student placement; providing information on labour markets; maintaining and enhancing the overall quality of the student services of the University; developing and managing student database; and keeping record of the University's students' employment destinations.

Technician (New Grade)

94.15 Presently, officers in the grade of Technical Assistants are posted in the science laboratories of the UDM. Management has submitted that there is a need to consolidate the structure of this cadre with the creation of an additional level, especially for engineering courses owing to the nature and level of research conducted by students. In view of the demand, the Bureau considers that it is vital for the organisation to provide such services similar to what obtains in sister organisations. We are, therefore, providing for a grade of Technician.

Recommendation 5

94.16 We recommend the creation of a grade of Technician. Appointment, thereto, should be made by selection from among officers on the permanent and pensionable establishment of the University in the grade of Technical Assistant reckoning at least five years' service in a substantive capacity in the grade and possessing a Cambridge Higher School Certificate with a pass at Principal level in Mathematics or Brevet de Technicien as well as a Diploma in the relevant field or equivalent qualifications acceptable to the Board.

94.17 Incumbent would be required, *inter alia*, to maintain laboratory and workshop equipment; assist in laboratory, field research and practical classes; prepare apparatus and equipment for experiments; assist in the preparation of specifications and

procurement of laboratory and workshop equipment; and keep an inventory of equipment and apparatus.

Electrician (New Grade)

94.18 At present, all repairs pertaining to electrical installations are being performed by an employee in the grade of Handy Worker (Skilled). Management has made proposal for the creation of a grade of Electrician to carry out duties pertaining to the trade. The Bureau is recommending accordingly.

Recommendation 6

94.19 We recommend the creation of a grade of Electrician. Appointment, thereto, should be made by selection from among employees on the permanent and pensionable establishment of the UDM who possess the Certificate of Primary Education and the National Trade Certificate (Level 3) in Electrical Installation Works awarded by the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the Board.

94.20 Incumbent would be required, among others, to carry out complete power and lighting installations of all types in buildings according to regulations including outdoor power and lighting installations; and installation of fire alarm system, call system, lightning prevention system, trunking systems, etc; perform maintenance work on all types of electrical power and lighting installation including yard lighting, fire alarm system, lighting prevention system, trunking system and on electrical equipment; locate and remove faults and carry out repairs on electrical equipment; interpret wiring diagrams/instructions and carry out work according to such diagrams/instructions; give a practical demonstration of and administer first aid treatment in case of electrical shock, whenever required; and prepare estimates for electrical works, including maintenance/repair works.

Surveillant (New Grade)

94.21 To ensure security on the premises of the different campuses of the UDM, Management has made a request for the creation of a dedicated grade. The Bureau is, therefore, providing for the grade of Surveillant as recommended in the ensuing paragraph.

Recommendation 7

94.22 We recommend the creation of a grade of Surveillant. Appointment, thereto, should be made by selection from among employees on the permanent and pensionable establishment of the University who reckon at least three years' experience and who hold a Certificate of Primary Education or Primary School Achievement Certificate or equivalent qualification acceptable to the Board.

94.23 Incumbent would be responsible, *inter alia*, for the security aspects of the University property and premises; watching the buildings and patrolling the campus.

Private Work for Registered Professionals

94.24 Presently, academic staff who are registered professionals are allowed to exercise their profession, provided it is done outside their working hours and is not in conflict with their work at the University. **As this recommendation is appropriate, we recommend that it should continue to prevail.**

Sabbatical Leave Scheme

94.25 In the last Report, the Bureau recommended that the University should consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff. Management has informed that up to now, the scheme has not been set up. As the scheme is considered important, the Bureau is reiterating its recommendation.

Recommendation 8

94.26 We recommend that the Université des Mascareignes considers the advisability of setting up a Sabbatical Leave Scheme for its academic staff.

Consultancy Services

94.27 The UDM also provides consultancy services to various stakeholders and engages in research projects on a contractual basis against payment. As per existing provision, the distribution ratio of the net income between academics and supporting staff and the University is as follows:

- (i) 2:1 for Research and Consultancy; and
- (ii) 4:1 for short courses, seminars and workshops.

94.28 As the distribution ratio is considered to be appropriate, **this provision should be maintained.**

Allowance to Head of Department and Dean of Faculty

94.29 At present, academics who are assigned the duties of Head of Department or Dean of Faculty are eligible for a monthly allowance of Rs 1525 and Rs 1830 respectively. As this arrangement is fit for its purpose, we are revising the quantum of the allowances.

Recommendation 9

94.30 We recommend that academics who have been assigned the duties of Head of Department and Dean of Faculty should be paid a revised monthly allowance of Rs 2000 and Rs 2200 respectively.

Special Provision for Academics

94.31 As per existing provision, Lecturers, Senior Lecturers and Associate Professors are allowed to move by two increments in the Master Salary Scale subject to certain conditions. This provision is being maintained while the salary points are being revised.

Recommendation 10

94.32 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Academic Attainment

94.33 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 11

94.34 We recommend that as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

94.35 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;**
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and**
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the**

Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.

94.36 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 94.34 above in year 2024, the provision on academic attainment made at paragraph 87.21 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 94.35 above should apply to determine such attainment; and**
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 94.32 above shall deem to be the new top salary.**

Duty Free Facilities for Senior Lecturers

94.37 Currently, provision exists for Senior Lecturers reckoning at least 14 years' service in the Cadre to be entitled to car benefits though drawing salary in a scale the maximum of which is less than Rs 86000. We are maintaining the current provision whilst reflecting the revised salary point.

Recommendation 12

94.38 We recommend that Senior Lecturers reckoning at least 14 years' service in the Cadre should be entitled to car benefits as per provision at paragraph 16.2.15 (No. 2) of Volume 1 though drawing salary in a scale the maximum of which is less than Rs 94500.

Movement for Administrative Officer

94.39 Administrative Officers who have stayed on top of their revised salary scale for one year are allowed to move incrementally up to salary point Rs 62950 provided they have 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. We are upholding the provision with the revised salary point.

Recommendation 13

94.40 We recommend that officers in the grade of Administrative Officer should be allowed to move incrementally up to the salary point of Rs 69800 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Political Activities

94.41 Currently, full-time employees of the UDM are not allowed to participate in active politics with a view to ensuring a smooth running in the operations of the University. This provision is being maintained.

Recommendation 14

94.42 We recommend that full time employees of the UDM should not be allowed to participate in active politics.

94. UNIVERSITE DES MASCAREIGNES

SALARY SCHEDULE

UDM 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

UDM 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225

Handyworker

UDM 3 : 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

UDM 4 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425

Surveillant (New Grade)

UDM 5 : 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
Library Attendant
Office Attendant
Workshop Assistant (Personal)

UDM 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver

UDM 7 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Binder
Electrician (New Grade)
Handyworker (Skilled)

94. UNIVERSITE DES MASCAREIGNES (Contd)

- UDM 8 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephone Operator
- UDM 9 : 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 – 31525**
Computer Laboratory Attendant
- UDM 10 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator
- UDM 11 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
Library Clerk
- UDM 12 : 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**
Technical Assistant
- UDM 13 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- UDM 14 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Assistant Financial Operations Officer
formerly Assistant Financial Officer (Personal)
Assistant Procurement and Supply Officer
formerly Assistant Procurement and Supply Officer (Personal)
- UDM 15 : Rs 20825 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**
Usher (Personal)
- UDM 16 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary

94. UNIVERSITE DES MASCAREIGNES (Contd)

**UDM 17 : 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 – 43500**

Technician (New Grade)

**UDM 18 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950
– 42200 x 1300 – 43500**

Financial Operations Officer
formerly Financial Officer

Procurement and Supply Officer (New Grade)

**UDM 19 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825
– 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**

Computer Technician
Library Officer
Maintenance Officer

**UDM 20 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825
– 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x
1650 – 50900**

Safety and Health Officer/Senior Safety and Health Officer

**UDM 21 : 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 QB 52550 x 1650 – 54200 x 1700 – 62700**

Trainer (Personal)

**UDM 22 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x
1575 – 49250 x 1650 – 54200 x 1700 – 62700**

Administrative Officer
Examinations Officer
Human Resource Management Officer
Public Relations Officer
Quality Assurance Officer
Sports Officer

**UDM 23 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x
1575 – 49250 x 1650 – 54200 x 1700 – 62700**

IT Officer/Systems Administrator

**UDM 24 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x
1575 – 49250 x 1650 – 54200 x 1700 – 62700**

Systems Engineer

94. UNIVERSITE DES MASCAREIGNES (Contd)

UDM 25 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Accountant/Senior Accountant

formerly Accountant

Internal Auditor/Senior Internal Auditor

formerly Internal Auditor

Student Affairs Officer/Senior Student Affairs Officer (New Grade)

UDM 26 : 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

Lecturer

UDM 27 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Assistant Manager (Personal)

UDM 28 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Assistant Registrar

UDM 29 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Head of Finance

Head of Information Services

Head of International Affairs, Student Welfare and Support

Head of Projects, Estates and Endowment

Head of Quality Assurance

Head of Research, Consultancy and Innovation

Senior Lecturer

UDM 30 : Rs 55900 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Manager (Personal)

UDM 31 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Registrar

UDM 32 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 97625

Associate Professor

94. UNIVERSITE DES MASCAREIGNES (Contd)

UDM 33 : Rs 111685
Deputy Director-General

UDM 34 : Rs 119500
Director-General

**EX-INSTITUT SUPERIEUR DE TECHNOLOGIE
SALARY SCHEDULE**

**IST 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250
– 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150**
General Worker (Personal)

**IST 2 : 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**
Library Attendant (Personal)
Office Attendant (Personal)

**IST 3 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/ Higher Clerical Officer (Personal)
Library Clerk (Personal)

**IST 4 : 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**
Technical Assistant (Personal)

**IST 5 : 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 (Personal)
Assistant Financial Operations Officer (Personal)

**IST 6 : Rs 20825 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**
Usher (Personal)

**IST 7 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825
– 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary (Personal)

EX-INSTITUT SUPERIEUR DE TECHNOLOGIE (Contd)

IST 8 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Financial Operations Officer (Personal)

IST 9 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

Computer Technician (Personal)

IST 10 : 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

Assistant Lecturer/Lecturer (Personal)

IST 11 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Assistant Manager (Personal)

IST 12 : Rs 55900 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Manager (Personal)

EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT

SALARY SCHEDULE

SDIM 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker (Personal)

SDIM 2 : 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

Library Attendant (Personal)

Workshop Assistant (Personal)

SDIM 3 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000

Word Processing Operator/Receptionist (Personal)

SDIM 4 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Clerical Officer/Higher Clerical Officer (Personal)

EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT (Contd)

SDIM 5 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)

SDIM 6 : Rs 20825 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

Usher (Personal)

SDIM 7 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary (Personal)

SDIM 8 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Financial Operations Officer (Personal)

SDIM 9 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675

Computer Technician (Personal)

SDIM 10 : 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 QB 52550 x 1650 – 54200 x 1700 – 62700

Trainer (Personal)

SDIM 11 : 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

Assistant Lecturer/Lecturer (Personal)

SDIM 12 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Assistant Manager (Personal)

SDIM 13 : Rs 55900 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Manager (Personal)



95. UNIVERSITY OF MAURITIUS

- 95.1 Established in 1965 as a developmental university to cater for manpower needs, the University of Mauritius (UOM), a body corporate under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, remains the largest provider of tertiary education in Mauritius and has grown substantially in line with the country's socio-economic progress. Its main objects are to: provide facilities for and engage in teaching and research to promote the advancement of learning and knowledge; provide university education responsive to the social, administrative, scientific, agricultural and technological needs of Mauritius; and hold out to suitably and academically qualified persons the opportunity of acquiring education befitting a university of the highest standing.
- 95.2 The UOM has come up with a new vision in 2017 and repositioned itself as a research engaged and entrepreneurial university to be in line with Government's efforts geared towards shifting Mauritius to a knowledge-based and innovation-led economy. In so doing, it has established priority research areas in agriculture, life and marine sciences, energy, digital technologies, health, socio-economic and tourism; and has undertaken a set of measures to instil a change in the mindset in line with its entrepreneurial initiatives. Given internationalisation is one of its priority focus, the UOM is promoting the concept of international education diplomacy and more engagement with key countries/external partners. The modern University caters not only for the human and intellectual capital needs of the country but aspires to develop the business and social capital for progress.
- 95.3 The Vice-Chancellor is the principal academic and administrative officer of the University. He is supported in the discharge of his duties by two Pro-Vice Chancellors and a complement of staff comprising academics and non-academics. The academic functions are clustered into different faculties and each faculty operates under the responsibility of a Dean, while the Registrar is responsible for non-academics.
- 95.4 In the context of this review exercise, the Union has requested, among others, to: demarcate the salary of academics from non-academics; abolish certain grades which have become redundant over the years; and align the quantum of allowance payable to the Head of Department with what is paid at the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. For non-academic staff, union members, *inter-alia*, proposed to: review scheme of service of certain grades; restyle and upgrade qualifications requirement of a few positions; grant a risk/hazard allowance and an allowance for exposure to foul odour to officers working in laboratories; align the salary scale of General Services grades to that of their counterparts in the civil service; create supervisory levels to cater for promotional opportunities; and provide enhanced conditions of service.
- 95.5 Management, on its side, mainly requested to demarcate the UOM from other Higher Education Institutions and reflect the value of the university in the salaries recommended for its employees. Submissions were also made for the creation of an

array of grades at managerial and supporting levels to enable the University to better deliver on its mandate; creation of a position of Research Chair; and revision of allowance payable to Heads of Department and Deans of Faculty. Management equally proposed, among others, to: restructure the Finance Cadre; abolish certain grades which are no longer required; restyle various grades; and revamp the UOM press through the merger of grades where the duties overlap.

95.6 The proposals from all parties concerned were duly examined. They were informed during the consultative meetings of the outcome of a few representations made. In addition, it is to be highlighted that: certain grades have already been compensated by way of career earnings with a merged salary scale; new grades are created based on functional needs of the organisation and not as a mere means to provide promotional opportunities; there is need for rotation of officers of the General Services grade across the different departments so as to prevent them to operate in silos and to render them multifunctional; and implementation issues need to be resolved at the level of Management and/or parent Ministry.

95.7 In addition, the UOM was apprised that it may resort to filling of certain positions on a contractual basis; most recommendations regarding conditions of service are made on a general basis and are applicable in the whole public sector; and Management may assign higher responsibilities to an officer based on administrative convenience particularly where different grades of distinct classes are concerned.

95.8 Against this backdrop, we are, in this Report, reinforcing the organisational structure through the creation of a few grades to enable the University to better achieve its mandate in line with its new vision; abolishing grades which would no longer be required and rendering a few evanescent; providing for supervisory grades in view of their functional requirements and restyling grades to commensurate with the nature of duties performed. In addition, we are providing for Management to increase establishment size at appropriate levels to address the issue of increase in load of work; revisiting the schemes of service of a few grades; providing for Management to sponsor officers of the Laboratory Officer Cadre and IT Laboratory Officer Cadre not possessing the required degree to follow same, and granting an allowance to Office Attendants to make bulk photocopies. We are also maintaining the payment of existing allowances.

Research Chair (New Grade)

95.9 In line with its vision to be a research-engaged and entrepreneurial University, Management has proposed to establish the position of Research Chair on contractual basis in each of its priority research thrusts, namely Agriculture and Marine; Renewable Energy; Health; IT and Digital Technologies; and Socio-Economic and Tourism which form part of National Priority Projects.

95.10 Management has further informed that the outcome of research in the priority areas would impact on the country as well as help in the development of an innovation based economy; the University is planning to commission research with the public and private sectors; and has organised the areas of priority research into Poles of

Innovation and Poles of Research Excellence. In addition, to enhance commercialisation of research geared towards knowledge advancement, research funding schemes have been put in place.

- 95.11 Given that the establishment of this position would be instrumental to further research at the UOM and reflect the research priorities of Mauritius, we are recommending for its creation.

Recommendation 1

- 95.12 We recommend the creation of a position of Research Chair to be filled on a contractual basis. Recruitment thereto should be made by selection from among candidates possessing a PhD and who have reached full professorship in a recognised University with a proven track record.**

- 95.13 Incumbent would be required, among others, to: attract established researchers nationally and internationally in priority areas; promote high quality and impactful research at the UOM; and build critical mass for research to thrive through doctoral supervision, attracting post documents, mounting projects with industry and attracting local and international funds.

Research Fellow

Assistant Research Fellow

- 95.14 During consultation, the Bureau was apprised that the grades of Assistant Research Fellow and Research Fellow are presently vacant and the officers who were previously in these posts were based at the SSR Centre for Medical Studies and their duties mainly related to the performance of research work in the field of Medicine and training of other medical and paramedical staff. In line with the new strategy and direction of the UOM and given that the SSR Centre for Medical Studies has been converted to the SSR Resource Centre which operates under the department of Medicine at the Faculty of Science, the functions of these grades have become redundant.

- 95.15 In view of the above, Management, as well as the Union, requested to abolish the two grades. **We subscribe to the proposal and are, therefore, abolishing the grades of Assistant Research Fellow and Research Fellow.**

Marketing and Development Officer (New Grade)

- 95.16 Management has submitted that there is need to market more efficiently its services/consultancy potential/academic programmes and expertise so as to attract more students, especially at international level; increase number of consultancy services offered to local/international clients; and promote the services offered for the benefit of the local market. In addition, the UOM faces significant competition from a number of public and private higher education institutions including foreign ones. Management, therefore, requested to create a grade of Marketing and Development Officer to which we are agreeable.

Recommendation 2

95.17 We recommend the creation of a grade of Marketing and Development Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Marketing or an equivalent qualification acceptable to the UOM Council and who reckon at least two years' post-qualification experience in the field of marketing or in a related field.

95.18 Incumbent would be required, *inter alia*, to: devise marketing strategies to enhance the brand name and image of the University; carry out market research; identify opportunities for industry linkages; identify new clients for consultancy services; participate in recruitment and marketing fairs to improve UOM's visibility and to attract local/international students; contribute to the production of high quality marketing materials; carry out regular marketing communications; and liaise with service providers.

ICT Security Engineer

formerly Computer Systems Engineer

95.19 The Centre for Information Technology and System (CITS) is the central IT backbone of the UOM responsible to implement, manage and operate the IT infrastructure and application systems. It is headed by the Director, CITS and comprises the Department of Information Technology Services and the Department of Management Information Systems, each under the supervision of a Manager.

95.20 Both Management and the staff side have proposed, among others, the creation of supervisory levels including a grade of Manager, Digital Communications Systems. In addition, Management has requested to restyle the grades of Director, CITS and Computer Systems Engineer following a review of their respective scheme of service.

95.21 We have examined the proposals of both Management and the staff side as regards the IT Cadre and consider that the present structure is adequate in terms of levels; the present appellation of the Director, CITS is appropriate and in conformity with the functions of the department; and grades at the professional level have already been compensated for lack of career prospects. Moreover, given that the Digital Communications System Department has not yet been set up, creation of a managerial level to man the department may be looked into on an *ad hoc* basis depending on its functional need.

95.22 As regards the grade of Computer Systems Engineer, we are reviewing its appellation in line with its duties and qualifications requirement.

Recommendation 3

95.23 We recommend that:

- (i) the grade of Computer Systems Engineer be restyled ICT Security Engineer; and**

- (ii) **appointment to the grade should, henceforth, be made by selection from among candidates possessing a Degree in Computer Science or an equivalent qualification acceptable to the UOM Council and who reckon at least two years' post-qualification experience in areas such as security technologies, patch management, IPS, antivirus, networking and security procedures/policies, among others.**

95.24 Incumbent would be required, *inter alia*, to: develop and maintain IT security policy, procedures, standards and guidance; conduct reviews to ensure that all systems have effective, quality IT security documentation in place; develop procedures for an IT security awareness and training program for all operating unit; act as the operating unit's central point of contact for all incidents; ensure that IT security is addressed in the development and acquisition process of information systems and security related products and services; inform users about security measures, explain potential threats, install software, implement security measures and monitor networks; gather information necessary to maintain security and establish functioning external barriers; and assess the impacts on system modifications and technological advances.

**Systems Analyst/Senior Systems Analyst
formerly Systems Analyst
Assistant Systems Analyst/Programmer
formerly Analyst/Programmer**

- 95.25 For this Report, both Management and the staff side apprised the Bureau that Analyst/Programmers are required to be multi-skilled and need specific competencies to use the different technologies. As a result, they are carrying out multiple job roles and are required to continually upgrade and self-learn to keep pace with the ever changing technologies as well as develop quality software and provide constant support to end users.
- 95.26 In the above context, request was made to upgrade the qualifications requirement of the grade of Analyst/Programmer from a diploma to a degree and to restyle the job appellation to Software Developer. The staff side equally requested the Bureau to conduct a site visit at their workplace to take cognizance '*de visu*' of the duties being performed and the evolution in relation thereto.
- 95.27 Accordingly, a site visit was effected at the CITS of the UOM in September 2019. We took note of the duties performed; work processes and new systems being developed under the assistance of the Systems Analyst, among others. We observed an enlargement in the duties of the Analyst/Programmers following the implementation of new softwares and additional duties, which are not of a higher level, are being performed under the guidance of the Systems Analyst and Manager, Management Information System.
- 95.28 After examining the representations and taking into account the findings of the site visit, we consider that there is need to provide a career path to officers in the grade of Analyst/Programmer who have served for long years and whose experience can be beneficial for the University. We equally consider that appellation of the grades of

Analyst/Programmer and Systems Analyst needs to be reviewed to reflect the real nature of duties devolving upon incumbents. We also hold that the nature and level of the additional duties being performed by the Analyst/Programmers do not warrant an upgrading in the qualifications requirement.

95.29 Considering the above, we are reviewing the mode of appointment of the grade of Systems Analyst; restyling the grades of Analyst/Programmer and Systems Analyst; and revisiting the provision for Analyst/Programmers possessing a degree qualification to move incrementally beyond their top salary.

Recommendation 4

95.30 We recommend that:

- (i) the grades of Systems Analyst and Analyst/Programmer be restyled Systems Analyst/Senior Systems Analyst and Assistant Systems Analyst/Programmer respectively;**
- (ii) in future, the grade of Systems Analyst/Senior Systems Analyst *formerly Systems Analyst* be filled by selection from among serving officers in the grade of Assistant Systems Analyst/Programmer *formerly Analyst/Programmer* who possess a Degree in Computer Science or an equivalent qualification acceptable to the UOM Council and who reckon at least five years' service in a substantive capacity in the grade. In the absence of qualified serving officers, appointment to the grade be made by selection from among outside candidates possessing the required qualifications and who reckon at least five years' experience in the relevant field; and**
- (iii) Assistant Systems Analyst/Programmers *formerly Analyst/Programmers* be provided training on a regular basis so as to enable them to cope with new challenges.**

95.31 We further recommend that officers in the grade of Assistant Systems Analyst/Programmer *formerly Analyst/Programmer* possessing a Degree in Computer Science or an equivalent relevant qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 59300 on a personal basis; and**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

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

**Principal Educational Technologist (New Grade)
Educational Technologist/Senior Educational Technologist
formerly Educational Technologist**

- 95.32 At present, incumbents in the grade of Educational Technologist are responsible, among others, to design online and computer-based learning environments; assist academics in re-engineering of traditional courses to interactive multimedia materials; and carry out usability testing of computer-based learning environments.
- 95.33 In this perspective, Union has informed that there is an imperative need for a supervisory level in the specific domain to oversee the work of Educational Technologists. We have further been apprised that the Educational Technologists work on their own, without any technical supervision. Moreover, the staff side has proposed to extend the salary scale of the grade of Educational Technologist on account of the enhanced responsibilities and the need to continuously upgrade their qualifications to enable them to operate in a complex and changing higher education environment where technology is fast evolving.
- 95.34 During consultations, Management acknowledged that Educational Technologists operate independently without technical supervision and are, therefore, accountable for their own work.
- 95.35 We consider that for better organisation of the work and an improved service delivery, there is need for an intermediate supervisory level in the relevant field to oversee all technical aspects of the work of Educational Technologists. With regard to the proposal to extend the salary scale of the grade of Educational Technologist, it is noteworthy that the grade, as an entry level, has already been granted an enhanced salary of a senior professional. We are, therefore, providing for a supervisory level of Principal Educational Technologist and restyling the grade of Educational Technologist to reflect its level of operation.

Recommendation 5

- 95.36 We recommend that the grade Educational Technologist be restyled Educational Technologist/Senior Educational Technologist.**
- 95.37 We further recommend the creation of a grade of Principal Educational Technologist. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Educational Technologist/Senior Educational Technologist formerly Educational Technologist who possess a Master's Degree in Educational Technology or Education or Management or an equivalent qualification acceptable to the UOM Council and who reckon at least five years' service in a substantive capacity in the grade of Educational Technologist/Senior Educational Technologist formerly Educational Technologist.**
- 95.38 Incumbent would be required, *inter-alia*, to: supervise officers in the grade of Educational Technologist/Senior Educational Technologist *formerly Educational*

Technologist; act as primary link with the industry in identifying and advising on training opportunities at national and regional levels; conduct training needs analysis and provide capacity building solutions to the industry for the continuous professional development of their workplace; assess the feasibility and risks of collaborative training projects with industry; devise strategies to strengthen University – Industry relationship; and coordinate with relevant faculties and centres, the implementation and monitoring of training projects jointly with the industry.

Laboratory Officer Cadre

IT Laboratory Officer Cadre

95.39 In our 2016 Report, we made provision, among others, for officers in the Laboratory Officer Cadre and IT Laboratory Officer Cadre to join the recommended salary scale of their respective grade at a higher salary point and to proceed beyond the Qualification Bar (QB) inserted in the salary scale of their respective grade on possession of a degree in the required field.

95.40 In the context of this Report, the Bureau has been apprised that a few officers in the Laboratory Officer Cadre and IT Laboratory Officer Cadre do not possess the required degree qualification and, therefore, cannot proceed beyond the QB in their respective salary scale. Hence, we hold that the officers concerned should be provided a boost to acquire the higher qualification. We are, therefore, providing for Management to take necessary action in that direction.

Recommendation 6

95.41 We recommend that:

- (i) **new entrants in the grades of Laboratory Officer and IT Laboratory Officer and officers of the Laboratory Officer Cadre possessing a Degree in the relevant field or an equivalent relevant qualification, as well as officers of the IT Laboratory Officer Cadre possessing a Degree in IT or Computer Science or an equivalent relevant qualification should join the recommended salary scale of their respective grade as per the table below and be allowed to proceed beyond the QB inserted in their respective salary scale:**

Grade	Salary Point
Laboratory Officer IT Laboratory Officer	Rs 28225
Senior Laboratory Officer Senior IT Laboratory Officer	Rs 40300
Laboratory Coordinator IT Laboratory Coordinator	Rs 49250

- (ii) **officers in post as at 31 December 2020 in the Laboratory Officer Cadre and IT Laboratory Officer Cadre who do not possess the relevant Degree should be allowed to cross the QB upon obtention of same.**

95.42 We further recommend that Management should make necessary arrangements for the mounting of appropriate top-up Degree courses with a view to sponsoring officers of the Laboratory Officer Cadre and IT Laboratory Officer Cadre who do not possess a Degree qualification in the relevant field, to follow same at the earliest.

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

95.43 At present, the HR Unit is headed by a Director of Human Resources who is supported in his duties by officers in the grades of Administrative Manager, Administrative Officer, Principal Executive Assistant, Senior Executive Assistant and Executive Assistant.

95.44 The staff side has requested to create an HR Cadre as an avenue of promotion for Principal Executive Assistants. Management on its part proposed the creation of an HRM Cadre consisting of five levels including four new grades, namely Manager, HR; Human Resource Management Officer; Senior Human Resource Executive and Human Resource Executive to increase efficiency in all HR functions and to provide career path for University staff.

95.45 After carefully examining the representations and considering that officers of the Administrative Cadre also assist the Director of Human Resources, we consider that a source grade of Human Resource Officer/Senior Human Resource Officer would be more appropriate to tackle various HR issues. We are, therefore, providing for a new level.

Recommendation 7

95.46 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment to the grade and duties to be performed should be in line with the recommendations made in the Introductory Chapter of this Volume.

95.47 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Administrative Cadre

95.48 Management submitted that the 2013 EOAC Report recommended the creation of the grades of Senior Administrative Manager and Administrative Manager and officers in the grades of Deputy Registrar and Assistant Registrar were given the option to join the new grades of Senior Administrative Manager and Administrative Manager respectively. Accordingly, request was made to abolish the grades of Assistant

Registrar and Deputy Registrar. Union, on its side, requested to maintain these two grades.

- 95.49 We have examined the proposals and noted that the duties of the grade of Assistant Registrar considerably overlap with those of the grade of Administrative Manager. Therefore, to avoid duplication of duties, the grade of Assistant Registrar is being made evanescent. However, we are maintaining the grade of Deputy Registrar as a career path for Assistant Registrars who did not opt to join the grade of Administrative Manager. To this effect, we are making an appropriate recommendation.

Recommendation 8

- 95.50 We recommend that the grade of Assistant Registrar be made evanescent. We are providing a personal salary to officers in post.**

Finance Cadre

- 95.51 At present, at the apex of the Finance Section, there is a Finance Director who is supported in his duties by officers in both professional and technical grades.
- 95.52 Management has submitted that over the years: the workload of staff has increased considerably due to a rise in student population, externally funded projects and financial transactions, among others. Accordingly, request was made, *inter alia*, to restructure the Finance Section with the creation of a grade of Manager of Finance and Senior Financial Officer along with an upward review of salary of the grade of Senior Accountant.
- 95.53 During consultation, Management was informed that the structure of the Finance Cadre is adequate in terms of levels in the professional and technical grades; and the increase in workload can be resolved by increasing the establishment size of existing grades, where appropriate, to improve service delivery.

Recommendation 9

- 95.54 We recommend that Management of the UOM should carry out a Human Resource Planning exercise as per recommendation made in the Introductory Chapter of this Volume prior to increasing the establishment size of grades pertaining to the Finance Cadre, wherever required.**

University of Mauritius Press

- 95.55 Presently, at the apex of the UOM Press, there is a Head, UOM Press who is supported in his duties by employees in the grades of Supervisor, UOM Press, Assisting Printing Supervisor (Personal), Foreman (Binder), Binder, Binder/Senior Binder (Personal), Prepress Operator and Printing Operator/Plate Engraver.
- 95.56 Following the recommendation made in the last PRB Report to revamp the UOM Press, Management apprised the Bureau that the UOM Council has approved a new structure with three specialised units, namely the Printing and Binding; Design Artwork and Digital Printing; and Editing and Translation. Request was, therefore, made to

reduce the number of grades and to create a new cadre to comprise the grades of Assistant Printing Officer, Printing Officer and Senior Printing Officer as obtainable at the ex-Mauritius College of the Air (MCA). Management equally requested to align the salary scale of the Head, UOM Press with the comparable position at the ex-MCA.

95.57 After examining the proposal and the nature and level of duties being performed by officers in the various grades at the UOM Press as well as their promotional avenues, the Bureau considers that a complete re-structuring at this stage and alignment with the structure obtainable at the ex-MCA would not be appropriate. We are, therefore, providing for a new grade of Printing Operator whereby the employees would be multifunctional, able to perform a multitude of tasks while abolishing or phasing out grades which are no longer required, and reviewing the mode of appointment to the grade of Supervisor, UOM Press so as to preserve the promotional prospect of the employees in post at the UOM Press.

Printing Operator (New Grade)

Recommendation 10

95.58 We recommend the creation of a grade of Printing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Certificate in Printing Technology or Printing Administration or National Trade Certificate (Level 3) of MITD in any one of the following fields: Printing, Plate Making and Machine Printing, Print Finishing and Book Binding, Pre-press or National Certificate (Level 3) of MITD in any one of the following fields: Plate Making and Machine Printing, Print Finishing and Pre-press or an equivalent qualification acceptable to the UOM Council and who reckon at least three years' post-qualification experience in operating reprographic printing and finishing equipment.

95.59 Incumbent would be required, *inter alia*, to: operate and maintain reprographic printing, offset press, finishing equipment and other equipment; assist in the inventory, maintenance and working of necessary equipment; manipulate images and text to meet production using a variety of computer hardware and software; plan film and plate processing; keep data on various operations; cut paper to specific size; do strong case flush and from quarter-to-full binding; and assist in the preparation of cost estimates of orders.

95.60 We further recommend that while framing the scheme of service of the grade of Printing Operator, Management should specify the specific duties to be performed by incumbents in the different areas i.e binding, pre-press, printing and plate engraving.

95.61 We also recommend that:

- (i) the grades of Binder; Prepress Operator and Foreman (Binder) be abolished; and**

- (ii) **the grade of Printing Operator/Plate Engraver be made evanescent. A personal salary has been provided for the officer in post.**

Supervisor, UOM Press

- 95.62 At present, the grade of Supervisor, UOM Press is filled by selection from among officers of the UOM Press who possess a Cambridge School Certificate; NTC Level 3 or an equivalent qualification acceptable to the University and who reckon at least five years' post-qualification experience in the UOM Press.
- 95.63 With a view to preserving the promotional prospects of the employees in post at the UOM Press, we are reviewing the mode of appointment of the grade of Supervisor, UOM Press.

Recommendation 11

- 95.64 We recommend that, in future, appointment to the grade of Supervisor, UOM Press should be made by selection from among employees in the grades of Assistant Printing Supervisor (Personal), Printing Operator/Plate Engraver (Personal) and Binder/Senior Binder (Personal), possessing a Cambridge School Certificate; NTC Level 3 or an equivalent qualification acceptable to the UOM Council; and reckoning at least five years' post-qualification experience in the UOM Press.**

Office Attendant

- 95.65 The duty of operating a photocopy machine is presently being performed by Technical Assistant/Senior Technical Assistants of the UOM. Both Management and Union have requested for the creation of a grade of Photocopyist in view of the fact that Technical Assistant/Senior Technical Assistants are required to shoulder lower responsibilities and their expertise is not being adequately used. Moreover, we have been apprised that the University is encountering difficulties to retain Technical Assistant/Senior Technical Assistants who view that the job performed is of a low level, so that they leave for better job prospects.
- 95.66 During the consultative meetings, Management and the Union were apprised that the duty of making photocopies is normally devolved upon Office Attendants and in case of bulk photocopying, an appropriate allowance is payable. They were equally informed that the Bureau refrains from creating dead end positions with no avenue for promotion.
- 95.67 We consider that in line with what obtains for similar grades in the Civil Service, there is need to include the duty of photocopying in the scheme of service of the grade of Office Attendant. We are, therefore, recommending to that effect while also making provision for payment of an allowance for making bulk photocopies.

Recommendation 12

95.68 We recommend that:

- (i) the scheme of service of the grade of Office Attendant be amended such that incumbents be required to equally operate a photocopying machine; and**
- (ii) Management should make necessary arrangements for Office Attendants to perform the duty of operating a photocopying machine on a roster basis for an optimum use of resources.**

95.69 We further recommend that officers involved in making bulk photocopies be paid an allowance as per provision made in the Introductory Chapter of this Volume.

Chief Security Officer

95.70 The structure of the Security Officer Cadre was reinforced in our last Report with the creation of a grade of Chief Security Officer to be filled by selection from among officers in the grade of Senior Security Officer reckoning at least five years' service in the grade, having followed security training course and who possess a School Certificate.

95.71 Management has submitted that, given appointment to the grade of Senior Security Officer does not require possession of a School Certificate, making same a requirement at the level of the Chief Security Officer is causing much difficulty for the University to fill the post. Request was, therefore, made to review the mode of appointment to the grade of Chief Security Officer.

95.72 We have examined the submission and subscribe to the proposal. To this end, we are making appropriate recommendations to address the concerns of Management.

Recommendation 13

95.73 We recommend that the grade of Chief Security Officer be filled by selection from among officers in the grade of Senior Security Officer reckoning an aggregate of at least 10 years' service in the grades of Senior Security Officer and Security Officer, and who have followed a security training course.

95.74 The Bureau has taken into consideration the requirement for officers of the Security Officer Cadre to work on a staggered pattern of work in arriving at the recommended salaries.

Administrative Officer

95.75 Administrative Officers who have remained on top of their salary scale for a year are, presently, allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 62950 subject to satisfying certain performance criteria. We are recommending its continued application while revising the salary point.

Recommendation 14

95.76 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 per provision made in the Introductory Chapter of this Volume.

Nursing Officer and Specialised Nursing Officer (Male and Female)

95.77 In our previous Report, we recommended that Nursing Officers and Specialised Nursing Officers (Male and Female) be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 38350 and Rs 43850 respectively on possession of the National Diploma Level 6 in Nursing and subject to performance criteria. We are, in this Report, maintaining this recommendation whilst revising the salary points.

Recommendation 15

95.78 We recommend that officers in the grades of Nursing Officer and Specialised Nursing Officer (Male and Female) who possess the National Diploma Level 6 in Nursing should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 43500 and Rs 49250 respectively, provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

Diving Allowance

95.79 Payment of a diving allowance was introduced in our last Report to officers in the grade of Laboratory Officer posted in the Faculty of Ocean Studies and Department of Bio Sciences for performing diving duties. Since the officers concerned are still performing these duties on a regular basis, we are maintaining the continued payment of the allowance while revising its quantum.

Recommendation 16

95.80 We recommend that officers in the grade of Laboratory Officer, posted in the Faculty of Ocean Studies and Department of Bio Sciences who perform diving duties should be paid a Diving Allowance at the rate of Rs 695 per dive, subject to a maximum of four dives per month. The maximum allowance may be reviewed by the Council, based on operational requirements.

95.81 For the purpose of implementation of the above recommendation, "diving" is referred to the "activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel".

Allowance to Officers of the CITS

95.82 At present, officers of the CITS in a few grades are paid a monthly commuted allowance for being on stand-by after normal working hours on weekdays, during weekends and public holidays. Given the UOM has informed that the officers concerned would continue to be required to be on stand-by, we consider that the payment of allowance to these officers should be maintained.

Recommendation 17

95.83 We recommend that officers of the CITS in the undermentioned grades should be paid a monthly commuted allowance for being on stand-by after normal working hours on Weekdays, during Weekends and Public Holidays as per the table below:

Grade	Quantum (Rs)
Systems Engineer Systems Administrator Senior IT Laboratory Officer Web Multimedia Developer	2100
Assistant Systems Analyst/Programmer <i>formerly Analyst/Programmer</i> IT Laboratory Officer	1420

Recruitment of Lecturers in Scarcity Areas

Recommendation 18

95.84 We recommend that in scarcity areas or in cases where the University faces difficulties to recruit Lecturers, Management may consider the recruitment of candidates possessing a Honours Degree in the specified field along with at least five years' post-qualification work experience.

95.85 We also recommend that for recruitment of Lecturers in the field of Medicine, candidates may be required to hold a MBBS or MBChB; be a registered medical practitioner and reckon at least four years' relevant post-qualification work experience.

Director of Doctoral School

95.86 At present, the Associate Professor or Professor designated as Director of Doctoral School is paid a monthly allowance. As the existing arrangement is appropriate, we are maintaining the continued payment of the allowance.

Recommendation 19

95.87 We recommend that the Associate Professor or Professor who is designated as Director of Doctoral School should be paid a monthly allowance of Rs 2600.

Research Publication Allowance

95.88 In an endeavour to promote research productivity and output through publication in international journals, the Bureau, in its 2016 Report, introduced the payment of a financial bonus to academics and researchers at the University. We consider that this provision is appropriate and are, therefore, maintaining it.

Recommendation 20

95.89 We recommend that:

- (i) academics and researchers at the University of Mauritius should be granted a financial bonus upon publication of their research in a high impact factor journal or in a non-impact factor journal listed in international accredited journals; and**
- (ii) the quantum of the bonus to be paid per research paper published in both categories of journals should be determined by the UOM Council in consultation with the Higher Education Commission.**

Duty Free Facilities for Senior Lecturers

Recommendation 21

95.90 We recommend that Senior Lecturers reckoning at least 14 years' service in the Cadre should be entitled to car benefits as per provision at paragraph 16.2.15 (No. 2) of Volume 1 of this Report though drawing a salary in a scale the maximum of which is less than Rs 94500.

Recruitment and Retention of Academic Staff

95.91 To address the problem of recruitment and retention of academic staff at the University, provision exists to allow full-time academic staff who are registered professionals to exercise their profession outside their normal working hours, as a motivating factor and a means to attract professionals of the right calibre. We consider that this provision should be maintained and are, therefore, recommending accordingly.

Recommendation 22

95.92 We recommend that full-time academic staff who are registered professionals, should be allowed to exercise their profession outside their normal working hours, provided it is not in conflict with their work at the University.

Sabbatical Leave

Recommendation 23

95.93 We recommend that Sabbatical Leave should:

- (i) be granted to academics once after every eight years of effective service;**
- (ii) be earned at the rate of one month for every year of effective residential service; and**
- (iii) be computed on a cumulative basis.**

95.94 We further recommend that for academics having already benefited from approved study leave for a period exceeding three months, the counter for eligibility to Sabbatical Leave be reset to zero.

Consultancy Services

Recommendation 24

95.95 We recommend that the distribution of the net income between the staff and University in respect of Research and Consultancy Services should continue to be as hereunder:

- (i) 2:1 between staff and the University for Research and Consultancy; and**
- (ii) 4:1 between staff and the University for short courses, seminars and workshops.**

Allowance to Head of Department and Dean of Faculty

Recommendation 25

95.96 We recommend that academics designated as Head of Department and Dean of Faculty should be paid a monthly allowance of Rs 2000 and Rs 2600 respectively.

Incentive Scheme

Recommendation 26

95.97 We recommend that the provisions regarding the Incentive Scheme be as ensuing:

- (a) the University of Mauritius in consultation with the Higher Education Commission, may subject to availability of funds:**
 - (i) evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius;**
 - (ii) consider the advisability of granting an allowance to academics for supervising Mphil/PhD students; and**
 - (iii) consider the advisability or otherwise of granting an allowance to academics regularly lecturing at Master's level;**
- (b) the University of Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those prescribed for the respective grade and for wide proven experience in their field as per the provision made at paragraph 16.9.10 under the Chapter Incremental Credit and Higher Qualification Incentive of Volume 1 of this Report;**
- (c) academics holding a PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of 40 months; and**
- (d) the University of Mauritius in consultation with the State Insurance Company of Mauritius Ltd evolves an appropriate scheme to allow those**

academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.

Special Provision for Academics

95.98 Academics below the grade of Professor who have remained on top of their revised salary scale for a year are presently allowed to proceed incrementally in the Master Salary Scale up to a maximum of two additional increments, subject to satisfying a few performance criteria. We are maintaining this provision.

Recommendation 27

95.99 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

Academic Attainment

95.100 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 28

95.101 We recommend that as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

95.102 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative**

contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;

- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.

95.103 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 95.101 above in year 2024, the provision on academic attainment made at paragraph 88.86 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 95.102 above should apply to determine such attainment; and
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 95.99 above shall deem to be the new top salary.

Political Activities

Recommendation 29

95.104 We recommend that the continued applicability of the provision of not allowing full-time employees of the University of Mauritius from participating in active politics be maintained such that the smooth running of the institution is not disrupted.

95. UNIVERSITY OF MAURITIUS

SALARY SCHEDULE

UOM 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

UOM 2 : Rs 14225 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625

Stockman

95. UNIVERSITY OF MAURITIUS (Contd)

UOM 3 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425

Surveillant
formerly Security Guard

UOM 4 : Rs 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950

General Worker/Nursery Attendant/Gardener (Personal)

UOM 5 : 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

Nursery Attendant/Gardener
Office Attendant

UOM 6 : 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 – 26725

Security Officer

UOM 7 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver (Personal)
Driver/Office Attendant

UOM 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Field Supervisor

UOM 9 : 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

Carpenter/Cabinet Maker
Electrician
Handy Worker/Tradesman
Mason
Mechanic
Painter

UOM 10 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Senior/Head Office Attendant

95. UNIVERSITY OF MAURITIUS (Contd)

- UOM 11 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephone Operator
- UOM 12 : 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**
Driver (Heavy Vehicle)
Tractor Driver
- UOM 13 : 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 – 29875**
Senior Security Officer
- UOM 14 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 QB 26725 x 675 – 27400 x 825 – 31525**
Handy Worker/Tradesman/Senior Tradesman (Personal)
Printing Operator/Plate Engraver (Personal)
- UOM 15 : 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 – 31525**
Printing Operator (New Grade)
- UOM 16 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 32350**
Chief Security Officer
- UOM 17 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 32350**
Senior Receptionist/Telephone Operator
- UOM 18 : 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 – 34825**
Binder/Senior Binder (Personal)
- UOM 19 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk
Clerk/Word Processing Operator

95. UNIVERSITY OF MAURITIUS (Contd)

UOM 20 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Foreman

UOM 21 : 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

Library Clerk (Roster)

UOM 22 : 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

Technical Assistant/Senior Technical Assistant (Personal)
formerly Technical Assistant

UOM 23 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550

Senior Word Processing Operator

UOM 24 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 32350 QB 33175 x 825 – 35650 x 900 – 36550

Assistant Printing Supervisor (Personal)

UOM 25 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Assistant Financial Operations Officer
formerly Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Assistant

UOM 26 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 38400

Senior Library Clerk (Roster)

UOM 27 : 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 – 37450 x 950 – 40300

Technical Assistant/Senior Technical Assistant

UOM 28 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300

Technical Assistant/Senior Technical Assistant (Personal)
formerly Senior Technical Assistant

95. UNIVERSITY OF MAURITIUS (Contd)

- UOM 29 : Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Nursing Officer
- UOM 30 : Rs 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**
Nursing Officer (Personal to officer in post as at 31.12.15)
- UOM 31 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- UOM 32 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Financial Operations Officer
formerly Financial Officer
Procurement and Supply Officer
Senior Executive Assistant
- UOM 33 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- UOM 34 : Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Specialised Nursing Officer (Male and Female)
- UOM 35 : 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 – 47675**
Computer Programmer
- UOM 36 : Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Supervisor, University of Mauritius Press
- UOM 37 : Rs 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Library Officer (Roster)

95. UNIVERSITY OF MAURITIUS (Contd)

UOM 38 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 QB 44800 x 1300 - 46100 x 1575 – 49250

Finance Officer/Senior Finance Officer (Personal)

UOM 39 : Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Specialised Nursing Officer (Male and Female) (Personal to officer in post as at 31.12.15)

UOM 40 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Senior Procurement and Supply Officer

UOM 41 : 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

UOM 42 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900

Accounting Technician

UOM 43 : 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 – 54200

Assistant Systems Analyst/Programmer
formerly Analyst/Programmer
Sports Officer/Senior Sports Officer

UOM 44 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200

Senior Library Officer

UOM 45 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600

Head, University of Mauritius Press
Principal Executive Assistant

UOM 46 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600

Senior Accounting Technician

95. UNIVERSITY OF MAURITIUS (Contd)

UOM 47 : 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 – 54200 QB 55900 x 1700 – 62700

IT Laboratory Officer
Laboratory Officer

UOM 48 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Officer
Marketing and Development Officer (New Grade)
Public Relations and Communication Officer
Statistician

UOM 49 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Librarian
Observer/Expert Observer
Quality Assurance Officer

UOM 50 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Accountant

UOM 51 : Rs 32350 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Farm Manager
Principal Library Officer

UOM 52 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400

Legal Affairs Officer

UOM 53 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Estate Manager

UOM 54 : Rs 29050 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)
Sports Organiser

95. UNIVERSITY OF MAURITIUS (Contd)

UOM 55 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Internal Auditor/Senior Internal Auditor

UOM 56 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Educational Technologist/Senior Educational Technologist

formerly Educational Technologist

ICT Security Engineer

formerly Computer Systems Engineer

Systems Administrator

Systems Analyst/Senior Systems Analyst

formerly Systems Analyst

Systems Engineer

Visual Communication Designer

Web Multimedia Developer

UOM 57 : Rs 32350 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 QB 64400 x 1800 – 69800

Senior IT Laboratory Officer

Senior Laboratory Officer

UOM 58 : 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

Lecturer

UOM 59 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Senior Accountant

Senior Librarian

UOM 60 : Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 QB 71800 x 2000 – 75800 x 2150 – 77950

IT Laboratory Coordinator

Laboratory Coordinator

UOM 61 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Assistant Registrar (Personal)

95. UNIVERSITY OF MAURITIUS (Contd)

- UOM 62 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
Principal Educational Technologist (New Grade)
- UOM 63 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 80100**
Administrative Manager
- UOM 64 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 80100**
Research Officer
- UOM 65 : Rs 34000 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
Public Relations Officer (Personal)
- UOM 66 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
Manager, Health and Safety
Manager (Information Technology Services)
Manager, Innovative Learning Technologies
Manager (Management Information Systems)
Manager, Procurement and Supply
Senior Lecturer
- UOM 67 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Deputy Registrar
Senior Lecturer (Personal to officers in post as at 31.12.15)
- UOM 68 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Senior Research Officer

95. UNIVERSITY OF MAURITIUS (Contd)

UOM 69 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 97625

Associate Professor
Chief Librarian
Director, Centre for Information Technology and Systems
Director, Centre for Innovative Lifelong Learning
Director of Human Resources
Director of Marketing and Externally Funded Activities
Director, Quality Assurance
Finance Director
Senior Administrative Manager

UOM 70 : Rs 110125

Chief of Facilities and Services
Professor
Registrar

UOM 71 : Rs 116375

Research Chair (New Grade)

UOM 72 : Rs 119500

Pro Vice-Chancellor (Academia)
Pro Vice-Chancellor (Planning and Resources)

UOM 73 : Rs 175750

Vice-Chancellor



96. UNIVERSITY OF TECHNOLOGY, MAURITIUS

- 96.1 The University of Technology, Mauritius (UTM), a body corporate operating under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology aims to provide access to a wide range of students for the acquisition of knowledge and skills with which they can make future professional contributions in various key sectors of the socio-economic and technological advancement of Mauritius. The objects and functions of the University are, among others, to: provide multi-level tertiary education including continuing professional education; foster and encourage the advancement and development of knowledge and skills, and their applications to research and other means; provide research, development, consultancy and other services; and serve as a centre for fostering cooperation, partnership and exchange of ideas between the academic community and the public and private sectors.
- 96.2 The UTM is administered and managed by a Board of Governors. The Director-General is the principal executive and academic officer of the University. In the discharge of his duties, he is supported by the Registrar, academics and a complement of staff belonging to the professional, technical and General Services grades as well as employees of the Workmen's Group.
- 96.3 In the context of this review exercise, the Union has, among others, requested for the: creation of mostly managerial positions so as to ensure segregation of duties and provide a career path for serving officers; provision of a position of Head of Department under each school; restyling of the grade of Public Affairs Officer; creation of several grades to strengthen the IT Unit and Library Services; abolition of the grade of Head of School as same is a designated position and filled on a rotational basis; setting up of a sabbatical leave scheme for academic staff; and review of the quantum of allowance payable to academics who have been assigned the duties of Head of School and Head of Department. Representations have also been made for the: provision of communication facilities; need to review the eligibility criteria for duty-exemption on the purchase of a car; establishment of a defined career path for all administrative grades at the University; and filling of vacant posts and appointment of officers who have been assuming higher responsibilities in promotional grades.
- 96.4 During consultations, the Bureau has equally been apprised that many recommendations of the past PRB Reports have not been implemented by Management and several promotional posts have not been filled. In this context, the Union viewed that it was imperative for a Human Resource Planning exercise, as well as a Training Needs Analysis to be carried out.
- 96.5 Management's submissions relate mainly to the: creation of a plethora of levels to reinforce the overall structure of the UTM with a view to improving service delivery; restyling of certain grades in line with what obtains in other Higher Education Institutions and the Public Sector; and placing a few grades on a roster system of work to cater for after office hours services.

- 96.6 After examining the proposals of both parties, it is to be highlighted, among others, that: the onus for the effective implementation of the recommendations of a PRB Report and filling of vacant posts as well as appointment of serving officers rests with Management of the UTM and its Board of Governors; and new grades are created based on functional needs of the organisation and not as a mere means to provide promotional opportunities. Moreover, grades which are urgently required may be created on an *ad hoc* basis. In many cases the proposed duties of certain new grades overlap to a large extent with those of existing ones, thereby leading to a significant duplication of duties; and amendment of schemes of service of existing managerial positions should be in accordance with the provisions of the UTM Act. In a few cases where creation of certain grades has been proposed, the Bureau considers it more appropriate to enlarge the duties of existing grades to the extent possible, thereby limiting the proliferation of dead-end positions. It is also worth mentioning that, we requested for additional information regarding a few requests but same were not forwarded to the Bureau. Resultantly, we are unable to proceed further with these requests.
- 96.7 The Bureau viewed a few proposals to be meritorious. We are thus reviewing the structure of the Quality Assurance Unit by restyling the grade of Quality Assurance Officer to Head of Quality Assurance with an enrichment of its duties and creating a position of Quality Assurance Officer as obtainable in other Higher Education Institutions; reinforcing the structure of the University through the creation of the grade of Human Resource Officer/Senior Human Resource Officer; classifying a few grades as operating on a roster system of work to enhance service delivery; reviewing the schemes of service of the grades of Human Resource Management Officer and Library Officer (Roster); restyling the grade of Public Affairs Officer to a more appropriate appellation with an enlargement of its duties; providing for the payment of an allowance to academics designated as Head of Department; and employees of the Workmen's Group to be paid an appropriate allowance for making and serving tea/coffee. We are equally waiving a few existing provisions which are no longer relevant and reviewing the salary of the position of Director-General after carrying out a re-evaluation exercise.

Head of Quality Assurance
formerly Quality Assurance Officer
Quality Assurance Officer (New Grade)

- 96.8 Management apprised the Bureau during the consultative meeting that the University is facing difficulty to man the Quality Assurance Unit with only one Quality Assurance Officer. Accordingly, request has been made to create a supervisory level of Head of Quality Assurance to contribute in the formulation of the University's quality assurance and enhancement policies and practices and their implementation and monitoring across the University.
- 96.9 After duly examining the request we hold that a two-level structure would be appropriate for the Quality Assurance Unit. In this perspective, we are restyling the existing grade of Quality Assurance Officer to Head of Quality Assurance; reviewing

its scheme of service in terms of qualification requirements and duties; and providing an additional grade of Quality Assurance Officer at entry level.

Recommendation 1

96.10 We recommend that:

- (i) the grade of Quality Assurance Officer be restyled Head of Quality Assurance; and**
- (ii) the mode of appointment of the restyled grade be reviewed so that appointment thereto be made by selection from among candidates possessing a Master's Degree in Quality Management or Business Administration or Public Sector Management or an equivalent qualification acceptable to the Board and who reckon at least eight years' experience at senior technical or management or educational or vocational level.**

96.11 We also recommend that the duties of the grade of Head of Quality Assurance formerly Quality Assurance Officer be enriched so that incumbent would equally be called upon to: contribute to the formulation of the UTM's quality assurance policies and practices and oversee their implementation; provide leadership for quality assurance and good practices; lead, coordinate and support quality assurance across the UTM; manage the Quality Assurance System; advise and provide guidance concerning academic regulations, quality assurance, procedures and processes; and recommend and advise on policies, processes and criteria for registration and accreditation. These elements have been taken into consideration in arriving at the recommended salary of the grade.

96.12 We further recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Quality Management or Business Administration or Public Sector Management and a Master's Degree in these fields or an equivalent qualification acceptable to the Board and reckoning at least three years' post-qualification experience in the field of Quality Management or Management or Administration.

96.13 Incumbent would be responsible to the Head of Quality Assurance and required, *inter alia*, to: assist in the development of Quality Assurance of the University; provide administrative and technical support in the operation of the University's quality assurance processes; assist in the internal academic audit arrangements of the University; and assist in implementing external quality assessment of its programmes/activities.

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

96.14 The Bureau has been apprised that following an increase in Human Resource (HR) issues at the University, there is need for a grade of HR Manager to lead the HR department, provide technical input for the formulation and implementation of

human resource policies and strategies in line with the strategic direction of the University, and to ensure uniformity and consistency in the management of human resources.

- 96.15 Whilst examining the proposal, we observed that the Human Resource Management Officer (HRMO) is required, among others, to advise Management on all human resource matters and to provide professional human resource services. Therefore, we view that the creation of a supervisory level of HR Manager is not warranted. However, we consider that there is need to strengthen the structure of the HR Department at support level.
- 96.16 In the above context, we are providing a level of Human Resource Officer/Senior Human Resource Officer whereby incumbents would assist the HRMO and address the issue of an increase in HR matters. We are also reviewing the qualification requirements of the grade of HRMO in line with what obtains in the Public Sector.

Recommendation 2

- 96.17 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment to the grade and duties to be performed should be line with the recommendations made in the Introductory Chapter of this Volume.**
- 96.18 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to satisfying certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**
- 96.19 We also recommend that, in future, appointment to the grade of Human Resource Management Officer should be made by selection from among candidates possessing a Degree in Human Resource Management or Management with specialisation in Human Resource Management or an equivalent qualification acceptable to the Board and who reckon at least two years' post-qualification experience in the field of Human Resource Management.**

New Grades on Roster – Day and Night

- 96.20 Presently, the grades of Technician/Senior Technician, Computer Support Officer, Driver/Office Attendant and Library Attendant exist on the establishment of the UTM. Management has proposed that these grades be placed on a roster pattern of work to cater for the provision of services after office hours, given that courses are run until late on weekdays and during weekends.
- 96.21 We have examined the proposal and subscribe to same given that the new pattern of work would enhance service delivery. We are, therefore, recommending accordingly, whilst providing an inducement to officers in the existing corresponding non-roster grades to join these new positions. Furthermore, since there would no longer be the need to maintain the "non-roster" grades, they are being made evanescent.

Recommendation 3

96.22 We recommend the creation of the following grades:

- (i) **Technician/Senior Technician (Roster – Day and Night).** Appointment thereto, should be made by selection from among candidates possessing a Diploma in Electrical and Electronic Engineering or Computer Science and Engineering or an equivalent qualification acceptable to the Board.
- (ii) **Computer Support Officer (Roster – Day and Night).** Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; a Cambridge Higher School Certificate with Mathematics; and a Certificate in Information Technology or an equivalent qualification acceptable to the Board.
- (iii) **Driver/Office Attendant (Roster – Day and Night).** Appointment thereto, should be made by selection from among candidates possessing the Certificate of Primary Education; a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons; and who have basic knowledge of mechanics and simple vehicle maintenance and good eyesight.
- (iv) **Library Attendant (Roster – Day and Night).** Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or an equivalent qualification acceptable to the Board.

96.23 We further recommend that:

- (i) officers in the existing non-roster grades concerned should be given the option to join the corresponding new grades on Roster – Day and Night and upon joining the respective grade, be granted two additional increments at the salary point reached in their respective salary scale subject to the top salary of the new grade on Roster – Day and Night; and
- (ii) incumbents in the new Roster – Day and Night grades be required to perform the same duties as their counterparts in the non-roster grades.

96.24 We additionally recommend that the grades of Technician/Senior Technician, Computer Support Officer, Driver/Office Attendant and Library Attendant be made evanescent.

Library Officer (Roster)

96.25 Management submitted that there is need to create a grade of Archives Officer in view of the multiple tasks of organising, classifying, cataloguing and archiving UTM records, updating the safekeeping and attending to confidential part of the records, amongst others. After examination of the request, we observed that in the presence of a grade of Library Officer (Roster) at the UTM, creation of this level would result in a dead-end

position and involve a major duplication of duties. We consider that for enhanced efficiency, it would be more appropriate to review the scheme of service of the grade of Library Officer (Roster) by including duties related to archiving.

Recommendation 4

96.26 We recommend that:

- (i) the scheme of service of the grade of Library Officer (Roster) be reviewed such that the duties of the grade be enlarged to include those related to archiving; and**
- (ii) officers in post as at the eve of the publication of this Report in the grade of Library Officer (Roster) be granted one additional increment at the salary point reached in the salary scale subject to the top salary of the grade.**

96.27 We further recommend that Management should carry out a Human Resource Planning exercise as per recommendation made in the Introductory Chapter of this Volume prior to increasing the establishment size of the grade of Library Officer (Roster) for an enhanced service delivery.

Public Relations and Marketing Officer *formerly Public Affairs Officer*

96.28 The Union represented that a dedicated grade is required to look into marketing and public relations matters at the University. During consultations, it was agreed that since the grade of Public Affairs Officer already exists, its duties may be enlarged to include those relating to marketing and public relations, whilst restyling the job title. We are, therefore, making an appropriate recommendation to that end.

Recommendation 5

96.29 We recommend that:

- (i) the grade of Public Affairs Officer be restyled Public Relations and Marketing Officer;**
- (ii) in future, appointment to the grade of Public Relations and Marketing Officer *formerly Public Affairs Officer* should be made by selection from among candidates possessing a Degree in Public Relations or Communication Studies or Marketing or English or French or an equivalent qualification acceptable to the Board; and reckoning at least two years' experience in the field of Public Relations and Marketing or Communication or Marketing; and**
- (iii) officers in post as at the eve of the publication of this Report in the grade of Public Relations and Marketing Officer *formerly Public Affairs Officer* be granted one additional increment at the salary point reached in the salary scale subject to the top salary of the grade.**

- 96.30** We also recommend that the duties of the grade of Public Relations and Marketing Officer *formerly Public Affairs Officer* be enlarged so that incumbent would equally be called upon, among others, to: develop and coordinate marketing policies and strategies; design and implement appropriate marketing tools for the University; and contribute to the enhancement of the University's website, presence in social media and develop the University's public profile, both locally and internationally.
- 96.31** We further recommend that Management should carry out a Human Resource Planning exercise as per recommendation made in the Introductory Chapter of this Volume prior to increasing the establishment size of the grade of Public Relations and Marketing Officer *formerly Public Affairs Officer*, for a better service delivery.

Administrative Officer

Recommendation 6

- 96.32** 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 per provision made in the Introductory Chapter of this Volume.

Allowance for Making Tea

- 96.33** During the consultative meeting, Management informed that a Handy Worker (Skilled) is presently required to prepare and serve tea whenever meetings and committees are held. Considering that this duty does not form part of the scheme of service of the incumbent and the holding of meetings and committees is very common at the University, Management proposed the creation of a full-time position of Kitchen Attendant to ease the smooth running of the organisation.
- 96.34** After examining the request, we consider that for an optimum use of resources, employees in the Worksmen's Group may be called upon to prepare and serve tea in the context of official meetings/committees/functions against payment of an appropriate allowance, in line with what obtains in the Civil Service. We are, therefore, recommending accordingly.

Recommendation 7

- 96.35** We recommend the payment of an allowance to employees in the Worksmen's Group at the UTM as per the provision made in the Introductory Chapter of this Volume for making and serving tea/coffee for official meetings/committees/functions.

Allowance to Head of Department and Head of School

- 96.36** Representation has been made for the creation of a designated position of Head of Department under each school. During consultation, Management informed that under every Head of School there is a Head of Department and equally apprised the

Bureau that academic staff are no longer assigned the duties of School Coordinator to support the Head of School in his administrative responsibilities.

96.37 In view of the fact that academics are assigned additional duties as Head of Department, we view that an extra compensation is warranted in line with what is payable in the academia. As regards academics who are assigned duties of Head of School on a rotational basis for a period of three years, we are maintaining the payment of an allowance to them.

Recommendation 8

96.38 We recommend that academics designated as Head of Department on a rotational basis for a period of two years should be paid a monthly allowance of Rs 2000.

96.39 We further recommend that:

- (i) the duties of Head of School should continue to be assigned on a rotational basis for a period of three years to Associate Professors who have served for at least once as Head of Department and reckoning at least four years' service at the University;**
- (ii) Associate Professors assigned the duties of Head of School should be paid a monthly allowance of Rs 2600;**
- (iii) in the absence of academics in the grade of Associate Professor, the senior most Senior Lecturer who has served for at least once as Head of Department and reckons at least four years' service at the University should be assigned the duties of Head of School and be paid the monthly allowance of Rs 2600; and**
- (iv) eligibility for a new appointment to the position of Head of School would not be before a period of four years, except with the special permission of the Staff Committee/Board of Governors.**

Special Provision for Academics

96.40 Academics below the grade of Professor who have remained on top of their revised salary scale for a year are presently allowed to proceed incrementally in the Master Salary Scale up to a maximum of two additional increments, subject to satisfying a few performance criteria. We are maintaining this provision.

Recommendation 9

96.41 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

Academic Attainment

96.42 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 10

96.43 We recommend that as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

96.44 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;**
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and**
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.**

96.45 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 96.43 above in year 2024, the provision on academic attainment made at paragraph 89.28 of the 2016 PRB Report (Volume 2 Part II), should**

continue to prevail and guidelines at paragraph 96.44 above should apply to determine such attainment; and

- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 96.41 above shall deem to be the new top salary.

Duty Free Facilities for Senior Lecturers

Recommendation 11

96.46 We recommend that Senior Lecturers reckoning at least 14 years' service in the cadre should be entitled to car benefits as per provision at paragraph 16.2.15 (No. 2) under the Chapter Travelling and Car Benefits of Volume 1 of this Report though drawing a salary in a scale the maximum of which is less than Rs 94500.

Sabbatical Leave

96.47 Sabbatical Leave is granted to academics to enable them to devote time on scholarly research and to keep abreast of new developments in their field as well as for staff development. In our previous Reports, provision was made regarding the setting up of a Sabbatical Leave Scheme. We have been apprised that such scheme has not yet been implemented at the University.

96.48 Against this backdrop, we are again advocating for the setting up of a Sabbatical Leave Scheme.

Recommendation 12

96.49 We recommend that the University of Technology, Mauritius should set up a Sabbatical Leave Scheme for its academic staff on permanent and pensionable establishment.

Incentive Scheme

Recommendation 13

96.50 We recommend that the provisions regarding the Incentive Scheme be maintained as ensuing:

- (a) the University of Technology, Mauritius in consultation with the Higher Education Commission, may, subject to availability of funds:
 - (i) evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius;
 - (ii) consider the advisability of granting an allowance to academics for supervising MPhil/PhD students; and
 - (iii) consider the advisability or otherwise of granting an allowance to academics regularly lecturing at Master's level;

- (b) the University of Technology, Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those prescribed for the respective grades and for wide proven experience in their field as per provision made at paragraph 16.9.10 under the Chapter Incremental Credit and Higher Qualification Incentive of Volume 1 of this Report;
- (c) academics holding a PhD Degree recognised by the Board should be granted four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months; and
- (d) the University of Technology, Mauritius in consultation with the State Insurance Company of Mauritius Ltd should evolve an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.

Political Activities

96.51 Full-time academic staff and non-academic staff of the University are as per their contract of employment not allowed to participate in active politics as this would disrupt the smooth running of the institution. We are maintaining this provision.

Recommendation 14

96.52 We recommend that the present provision of not allowing full-time academic staff and non-academic staff of the University of Technology, Mauritius from participating in active politics be maintained.

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS

SALARY SCHEDULE

UTM 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250
– 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker

UTM 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300
– 19525 x 325 – 21475 x 375 – 21850

Printing Assistant

UTM 3 : 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

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 4 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950

Library Attendant (Personal)
Office Attendant

UTM 5 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000

Library Attendant (Roster – Day and Night) (New Grade)

UTM 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant (Personal)

UTM 7 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Electrician
Handy Worker (Skilled)

UTM 8 : 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 – 28225

Senior/Head Office Attendant

UTM 9 : 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 – 29050

Driver/Office Attendant (Roster - Day and Night) (New Grade)

UTM 10 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875

Receptionist/Telephone Operator

UTM 11 : 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 – 31525

Computer Laboratory Attendant

UTM 12 : 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 x 825 – 34000

Overseer

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 13 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk
Clerk/Word Processing Operator
Library Clerk (Personal)
- UTM 14 : 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**
Library Clerk (Roster)
- UTM 15 : 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**
Technical Assistant (Maintenance)
- UTM 16 : 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**
Computer Support Officer (Personal)
- UTM 17 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- UTM 18 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Assistant Procurement and Supply Officer
Stores Officer (Personal)
- UTM 19 : 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 – 39350**
Computer Support Officer (Roster – Day and Night) (New Grade)
- UTM 20 : Rs 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**
Nursing Officer
Sports Officer/Senior Sports Officer

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 21 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- UTM 22 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer
- UTM 23 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- UTM 24 : 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**
Library Officer (Personal)
Maintenance Officer
- UTM 25 : 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 – 47675**
Computer Programmer
- UTM 26 : Rs 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Library Officer (Roster)
- UTM 27 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Accounts Officer
- UTM 28 : 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
- UTM 29 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550**
Office Superintendent

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 30 : 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 – 54200**
Technician/Senior Technician (Personal)
- UTM 31 : 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 x 1650 – 54200 x 1700 – 57600**
Technician/Senior Technician (Roster – Day and Night) (New Grade)
- UTM 32 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer
Admissions Officer
Examinations Officer
Human Resource Management Officer
Public Relations and Marketing Officer
formerly Public Affairs Officer
Quality Assurance Officer (New Grade)
Student Affairs Officer
- UTM 33 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Librarian
- UTM 34 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Systems Analyst
Systems Engineer
- UTM 35 : 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**
Administrative Officer (ex-SMEDA) (Personal)
- UTM 36 : Rs 29050 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)

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 37 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Accountant/Senior Accountant
formerly Accountant
Human Resource Management Officer (Personal)
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- UTM 38 : 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**
Lecturer
- UTM 39 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Head of Resource Centre
Facilities Manager
- UTM 40 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
Assistant Registrar
- UTM 41 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**
Head of Finance
Head of Information Services
Head of Quality Assurance
formerly Quality Assurance Officer
Planning and Development Officer
Senior Lecturer
- UTM 42 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Senior Lecturer (Personal to officers in post as at 31.12.15)
- UTM 43 : Rs 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 97625**
Manager of Consultancy and Technology Transfer Centre
- UTM 44 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 97625**
Associate Professor

96. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 45 : Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 110125
Head of School

UTM 46 : Rs 110125
Professor
Registrar

UTM 47 : Rs 119500
Deputy Director-General

UTM 48 : Rs 163250
Director-General



97. URDU SPEAKING UNION

- 97.1 The Urdu Speaking Union is established as a body corporate under the *aegis* of the Ministry of Arts and Cultural Heritage. It is committed, among others, to promote the Urdu language in its spoken and written forms, friendship and understanding between the Urdu-speaking people of the world and to engage in any educational, academic, cultural and artistic work to further that objective; and intercultural and interlinguistic understanding and harmony through exchange and participation in joint projects.
- 97.2 An Executive Council manages the Union, whilst the Administrative Secretary looks after the day-to-day management, with the assistance of a Clerk/Word Processing Operator.
- 97.3 In the context of this Report, Management made no representations. Taking into consideration the scope of activities devolving on the Union, the Bureau considers that the present structure is adequate and, therefore, does not need to be reviewed at this stage.

97. URDU SPEAKING UNION

SALARY SCHEDULE

- USU 1 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
- USU 2 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Secretary



98. VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

- 98.1 The Vallée D'Osterlog Endemic Garden Foundation (VOGF), operating under the *aegis* of the Attorney-General's Office, Ministry of Agro-Industry and Food Security is responsible to manage, administer, conserve, maintain and develop the endemic garden which covers an area of 275 hectares of pristine forest. The Foundation aims at making the garden a major eco-tourism site and is committed to contribute to the preservation and protection of endemic flora and fauna within.
- 98.2 The Director of VOGF is responsible for the day-to-day management of the organisation and is assisted in his functions by officers of the administrative, finance and technical sections, staff of the General Services and employees in the Workmen's Group.
- 98.3 In the context of this review exercise, no proposals were received from the staff side at the outset. Management on its part made representations to: review the salary of the Director taking into account the scope of activities of the organisation; merge the grade of General Worker with the grade of General/Handy Worker (Roster); and provide loan facilities to purchase motorcycles/autocycles for incumbents in the grade of Park Assistant (Roster), Driver/ Messenger (Roster) and Security Guards who are required to attend duty or leave site during odd hours and walk for a long distance from the nearest bus stop to attend the site of work.
- 98.4 During consultations with Management, the Bureau was apprised that the Foundation is also working towards the preservation and conservation of endemic birds, along with organising eco-tourism activities. Stakeholder was informed that salary would be looked into holistically and their requests would be studied accordingly.
- 98.5 At the request of Management, officers of the Bureau carried out a site visit at the VOGF in December 2019 for a better understanding of the working environment, conditions as well as problems being encountered by the officers. During the visit, the staff of VOGF requested for the payment of appropriate allowances taking into consideration the topography of the site of work, bad condition of the access road; the use of quad bike by Park Assistant (Roster) and the area daily covered on foot by incumbent; and regular driving of vehicles above 3.5 tons by Drivers.
- 98.6 After considering all the proposals including the findings of the site visit among others, the Bureau is making its recommendations.

General Worker

General/ Handy Worker (Roster)

- 98.7 To ensure availability of staff so that the VOGF can operate on a seven days' basis, Management has expressed the need to strengthen its staff complement by merging and restyling both grades of General Worker and General/Handy Worker (Roster). The Bureau upon perusal of the Job Description Questionnaires noted that the work pattern of the two grades differs. However, in view of the distinct activities of the

organisation, the Bureau considers that there is need for adequate staff complement every day for a smooth service delivery. We are making appropriate provision.

Recommendation 1

98.8 We recommend that:

- (i) the grade of General/Handy Worker (Roster) be restyled General Worker/General Handy Worker (Roster); and**
- (ii) consequential amendments be brought to the scheme of service of the restyled grade of General Worker/General Handy Worker (Roster) to include the duties of General Worker. The foregoing changes have been taken into consideration in determining the salary recommended for the grade.**

98.9 We further recommend that:

- (i) incumbents in the grade of General Worker be given the option to join the grade of General Worker/ General Handy Worker (Roster) and on joining be granted one additional increment in all subject to the top salary of the grade; and**
- (ii) the grade of General Worker be made evanescent.**

Loan Facilities for the purchase of Autocycle/Motorcycle

98.10 Incumbents in the grade of Park Assistant (Roster), Driver/Messenger (Roster) and Surveillant *formerly Security Guard* have to travel long distance in their own vehicle to have access the VOGF, the moreso public transport is not readily available. The Bureau is addressing the issue and recommending accordingly.

Recommendation 2

98.11 We recommend that Park Assistants (Roster), Drivers/Messengers (Roster) and Surveillants *formerly Security Guards*, holding a substantive appointment, be granted loan facilities to purchase a motorcycle or an autocycle with engine capacity of up to 125 cc at interest rate of 3% per annum, refundable in 84 monthly instalments and be refunded mileage as per provision made at paragraph 16.2.68 (No 6 & 7) of Volume 1 of this Report.

Walking Allowance

98.12 At present, the officers of the VOGF are benefitting from a walking allowance of Rs 600 as they have to walk a distance of more than six kilometres daily to and from the site of work. We are revising the quantum of the allowance.

Recommendation 3

98.13 We recommend that the employees of the Vallée D'Osterlog Endemic Garden Foundation who are not provided with any means of transport or have not benefitted from any loan facilities and duty exemption and have to cover a

distance of more than six kilometres daily to and from their site of work, should be paid a Walking Allowance of Rs 630 a month.

Park Assistant (Roster)

98.14 Currently, incumbents in the grade of Park Assistant (Roster) are required, during the performance of their routine daily work to repeatedly ascend and descend the rocky and steep walking/trekking track having high elevation. These officers are also called upon to make use of a quad bike while checking the bike track or while supervising the work of employees in the Worksmen's Group.

98.15 The Bureau has observed during the site visit conducted, the mountainous topography of the site, extension of trekking track underway, new activities being introduced and the use of quad bike by Park Assistant (Roster) on a repeated basis for which, additional compensation has been claimed. The Bureau is, therefore, addressing the issue.

Recommendation 4

98.16 We recommend that the use of quad bike be included in the scheme of service of the grade of Park Assistant (Roster).

98.17 We further recommend that officers in the grade of Park Assistant (Roster) in post as at the eve of the publication of the 2021 Report be granted one additional increment at salary point reached in the salary scale, subject to the top salary of the grade.

Bad Road Allowance

98.18 The Management of VOGF has, during consultation with the Bureau, informed of the road conditions from the main road leading to the Garden. During the site visit conducted by the Bureau, it has been noticed that out of around 3.5 km walking distance from the main road, only 1 km track road exist and the rest of the road is untarred, uneven and rough.

Recommendation 5

98.19 We recommend that officers in the grades of Park Assistant (Roster), Driver/Messenger (Roster) and Surveillant *formerly Security Guards*, benefitting from loan facilities as per paragraph 98.11 above should be paid a monthly Bad Road Allowance as below:

(i) Rs 375 for using their motorcycle; or

(ii) Rs 250 for using their autocycle,

for official travelling to and from their site of work.

Allowance to Driver/Messenger

98.20 The nature of activities conducted by the VOGF requires incumbents in the grades of Driver/Messenger (Roster) and Driver/Office Attendant to transport visitors on a regular basis in the vehicles of the organisation for sightseeing at the viewpoint.

98.21 Request has been received from incumbents for the payment of an appropriate allowance to perform such duties which are over and above normal ones.

Recommendation 6

98.22 We recommend that incumbents in the grades of Driver/Messenger (Roster) and Driver/Office Attendant who are required to drive, on a regular basis, vehicle of more than 5 tons for transportation of visitors for sightseeing be paid a monthly non-pensionable allowance of Rs 425.

98. VALLEE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

SALARY SCHEDULE

VOGF 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150

General Worker (Personal)

VOGF 2 : Rs 10425 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 – 21475 x 375 – 22225 x 400 – 22625

General Worker/General Handy Worker (Roster)

formerly General/Handy Worker (Roster)

VOGF 3 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425

Surveillant

formerly Security Guard

VOGF 4 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950

Gardener/Nursery Attendant

VOGF 5 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000

Senior Gardener/Nursery Attendant

VOGF 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver/Office Attendant

98. VALLEE D'OSTERLOG ENDEMIC GARDEN FOUNDATION (Contd)

- VOGF 7 : 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**
Field Supervisor
- VOGF 8 : 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**
Driver/Messenger (Roster)
- VOGF 9 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- VOGF 10 : 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**
Park Assistant (Roster)
- VOGF 11 : 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
- VOGF 12 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Accounts Officer (ex-Tobacco Board) (Personal)
Human Resource Officer
- VOGF 13 : 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 – 54200**
Technical Officer/Senior Technical Officer
- VOGF 14 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Publications and Liaison Officer
- VOGF 15 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Scientific Officer

98. VALLEE D'OSTERLOG ENDEMIC GARDEN FOUNDATION (Contd)

VOGF 16 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Administrative Manager
Technical Manager

VOGF 17 : Rs 82250 x 3000 – 88250 x 3125 – 91375

Director



99. WASTEWATER MANAGEMENT AUTHORITY

- 99.1 The Wastewater Management Authority (WMA) operates under the *aegis* of the Ministry of Energy and Public Utilities. Its main functions remain the collection, treatment and disposal of wastewater throughout Mauritius in order to provide proper sanitation facilities across the country. Besides increasing the percentage of the population connected to the public sewerage network, the WMA also aims to maintain and upgrade the existing sewerage network in order to sustain the economic development of the country.
- 99.2 In view of the nature of the services provided by the WMA, the staff complement under the leadership of a General Manager, comprises professional as well as technical staff who are assisted by employees belonging to General Services grades.
- 99.3 The massive investment in the wastewater sector has compelled the WMA to reconsider its objectives. In short, it aims at rendering the organisation's functioning more efficient and effective. This includes, amongst others, an enhanced communication and coordination for proper administration; more accountability for areas of work and ownership; and the use of updated technology. In order to achieve this goal, the WMA has proposed for an organisational restructure.
- 99.4 In the context of the present review exercise, several representations were made by Management and staff associations. The issues referred mainly to the creation and restyling of grades to be in line with the restructuring. There were discussions regarding upgrading of salary for certain grades as well as requests for allowances. The stakeholders were, as far as possible, apprised of the reasons for not acceding to certain requests. We also provided appropriate justifications thereof.
- 99.5 Following request made by the staff side, the Bureau carried out a site visit for a *constat de visu* of the work environment and the extent of exposure to risks which officers face. Details of same are provided hereafter.
- 99.6 For this Report, to facilitate the restructuring and to enable the organisation meets its objectives of enhancing service delivery, the Bureau is making appropriate recommendations.

Lead Engineer

formerly Works Manager

- 99.7 Proposal for the restyling of few grades was also made in the context of the restructuring at the WMA. After analysing the request, the Bureau refrained from restyling grades with appellations that are not in line with those in the public sector. Hence, restyling of the following grades have been recommended in line with the nomenclature.

Recommendation 1

99.8 We recommend that the grades mentioned hereunder be restyled as follows:

Grade	Restyled to
Works Manager (Civil)	Lead Engineer (Civil)
Works Manager (Mechanical and Electrical)	Lead Engineer (Mechanical and Electrical)

Head, Procurement and Supply (New Grade)

99.9 The Management of the WMA apprised the Bureau of its large procurement propensity and proposed the creation of a grade of Manager, Procurement and Supply. The Bureau examined the request and holds that in view of the current structure and functions devolving on the Procurement and Supply Cadre, a grade of Head, Procurement and Supply be created instead. Appropriate provision is being made accordingly.

Recommendation 2

99.10 **We recommend the creation of a grade of Head, Procurement and Supply. Appointment thereto should be made by selection from among officers on the establishment of the WMA possessing a Degree in Procurement and Supply Management or equivalent qualification acceptable to the Board and reckoning an aggregate of at least 10 years' service in the Procurement and Supply Cadre. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the required qualification and experience.**

99.11 Incumbent would be responsible to the Deputy General Manager (Administration) and would be required, *inter alia*, to ensure full compliance of procurement activities in accordance with the Financial Management Kit and regulations made under the Public Procurement Act and manage the entire process in the planning of Procurement and Supply chain activities; organise, supervise and manage procurement and supply operations at the WMA; ensure compliance with Procurement Law and Regulations; and organise and provide training to supporting staff in procurement, supply and stock control activities.

Senior Technical Assistant (Shift)

99.12 Submission was made by Management for the creation of the grades of Senior Technical Assistant (Mechanical) (Shift), Senior Technical Assistant (Electrical) (Shift) and Senior Technical Assistant (Electronic/Instrumentation) (Shift). The proposal was further examined and it was found that the creation of grades in specific fields with similar appellations may have associated implications and repercussions in the future. **The Bureau, therefore, considers that the scheme of service for the grade of Senior Technical Assistant (Shift) be amended such that specific fields of recruitment be mentioned in a common scheme of service for the grade.**

Cashier (New Grade)

99.13 Currently, the WMA has two cash offices. Management proposed for the creation of a dedicated grade to perform cashier duties as the cash offices operate all year round. After duly examining the request, the Bureau found that in view of the functional requirement and the daily collection, the request may be acceded to. The Bureau is recommending accordingly.

Recommendation 3

99.14 We recommend the creation of a grade of Cashier. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate and reckoning at least two years' experience in accounting or cash office duties.

99.15 Incumbents would be required, *inter alia*, to be responsible for receiving payments from the public and for effecting refunds; agreeing daily takings with the cash register; depositing daily in banks or handing over to an authorised collecting agent all monies received; returning daily to Head Office all counter foil receipts; and recording cheques received.

Special Professional Retention Allowance (SPRA)

99.16 Provision was previously made for officers of the Engineering Cadre of the WMA to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Risk and Hazard Allowance to Officers posted in the Warehouses

99.17 In the last Report, the Bureau recommended that a Risk Assessment Exercise should be conducted by the WMA to assess the extent of risk element in the performance of duties of officers who are posted in the warehouses and exposed to chlorine including those in the Procurement and Supply Cadre.

99.18 In this Report, we are providing for a mechanism in respect of risk allowance as referred to in the Conditions of Service – Risk, Insurance and Compensation in Volume 1 of this Report.

Driving Allowance

99.19 Presently, Technical Assistants (Shift) and Senior Technical Assistants (Shift) who are often required to drive the organisation vehicles to attend to different sites of work, are being granted a monthly driving allowance. Management informed that this provision has been effective and is still justified. It is, therefore, being maintained.

Recommendation 4

99.20 We recommend that:

- (i) **Technical Assistants (Shift) and Senior Technical Assistants (Shift) who are required to drive the organisation's vehicle in the performance of their duties to attend different sites of work, should be paid a monthly allowance equivalent to one increment at the initial of their respective salary scale, provided they drive on an average of at least three times per week; and**
- (ii) **officers in the grades of Technical Assistant (Shift) and Senior Technical Assistant (Shift), in post as at the eve of the publication of the 2021 Report, drawing a higher quantum of the above allowance, should continue to draw same on a personal basis.**

Retention Allowance

99.21 Currently, the employees of the WMA are being granted a Retention Allowance. Based on the findings of the survey on Recruitment and Retention Problems carried out by the Bureau in the context of this Report, it was found that there is no such problem at the WMA. Therefore, the Bureau believes that this recommendation has outlived its utility. We are, however, in this Report maintaining the payment of the allowance until publication of the next Report.

Recommendation 5

99.22 We recommend that incumbents in the grades listed below, who are regularly exposed to foul odour and raw sewage, be paid a Retention Allowance equivalent to two increments at the salary point reached in their respective salary scale until the publication of the next Report:

- **Mechanical Engineer/Senior Mechanical Engineer (Personal)**
- **Engineer/Senior Engineer (Civil)**
- **Engineer/Senior Engineer (Electrical)**
- **Engineer/Senior Engineer (Mechanical)**
- **Engineer/Senior Engineer (Mechatronics)**
- **Process Engineer/Senior Process Engineer (Wastewater Treatment)**
- **Scientific Officer**
- **Senior Scientific Officer**
- **Land Surveyor**
- **Senior Land Surveyor**
- **Principal Technical Design Officer**
- **Senior Technical Officer (Civil)**
- **Chief Works Inspector**
- **Senior Works Inspector**

- Senior Technical Design Officer
- Technical Officer (Civil)
- Technical Officer (Mechanical and Electrical)
- Safety and Health Officer/Senior Safety and Health Officer
- Senior Laboratory Technician
- Works Inspector
- Laboratory Technician
- Laboratory Assistant
- Technical Design Officer
- Assistant Works Inspector
- Head Operative
- Head Survey and Field Worker
- Senior Technical Assistant (Shift)
- Technical Assistant (Electrical) (Shift)
- Technical Assistant (Electronic/Instrumentation) (Shift)
- Technical Assistant (Mechanical) (Shift)
- Laboratory Attendant
- Driver (Wastewater Jetting Unit/Tanker)
- Operative
- Field Supervisor
- Driver
- Pipe Cleaner
- Tradesman's Assistant (Personal)
- Survey Field Worker/Senior Survey Field Worker
- Treatment Plant Worker (Shift)
- General Worker
- Divisional Manager
- Lead Engineer (Civil)
formerly Works Manager (Civil)
- Lead Engineer (Mechanical and Electrical)
formerly Works Manager (Mechanical and Electrical)
- Laboratory Manager
- Senior Technical Officer (Mechanical and Electrical)

99.23 We further recommend that officers and employees in the manual grades who leave the service prior to the age at which they may retire without the approval of the Board should refund the totality of the Retention Allowance paid to them. Beneficiaries of this allowance retiring from the service on reaching the age at which they may retire without the approval of the Board or thereafter, should refund only that part of the Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire with the approval of the Board. No refund would have to be effected by an officer who retires as per his compulsory retirement age or on medical ground.

Risk and Hazard Allowance

99.24 Presently, certain employees who are regularly exposed to insalubrious and risky conditions are being paid a Risk and Hazard Allowance equivalent to two increments at the salary point reached in their respective salary scale. The staff side requested for the said allowance to be paid to all grades. Management views were sought on same but there was no response.

99.25 An official site visit was carried out at different sites of the WMA in order to observe and take note of the conditions of work of grades posted on those sites. It was found that, subject to their nature of duties, employees who are posted permanently at Pumping Stations and Treatment Plants as well as officers who perform regular site visits for long durations are mostly affected. To this end, the Bureau is maintaining the Risk and Hazard Allowance for eligible grades.

Recommendation 6

99.26 We recommend that incumbents in the grade of Driver, posted in sub offices, who regularly convey tools and equipment and have contact with raw sewage be paid a Risk and Hazard Allowance equivalent to one and a half increments at the initial of their salary scale.

99.27 We further recommend that employees in the grades listed hereunder, who are regularly exposed to insalubrious and risky conditions which may adversely affect their health should continue to be paid over and above the Retention Allowance, a Risk and Hazard Allowance equivalent to two increments at the salary point reached in their respective salary scale:

- **Technical Assistant (Electrical) (Shift)**
- **Technical Assistant (Electronic/Instrumentation) (Shift)**
- **Technical Assistant (Mechanical) (Shift)**
- **Driver (Wastewater Jetting Unit/Tanker)**
- **Field Supervisor**
- **Operative (incumbent in the grade of Plant and Equipment Operator as at 30.12.12)**
- **Pipe Cleaner**
- **Treatment Plant Worker (Shift)**
- **General Worker**

Night Duty Allowance

99.28 Technical Assistants and Treatment Plant Workers working on shift are presently paid a night duty allowance. The continued payment of this allowance is being recommended for these grades and we are extending same to incumbents in the grade of Senior Technical Assistant who are also required to work on shift.

Recommendation 7

99.29 We recommend the payment of a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period to Technical Assistants, Senior Technical Assistants and Treatment Plant Workers who effectively perform night shift.

99. WASTEWATER MANAGEMENT AUTHORITY**SALARY SCHEDULE**

WMA 1	:	Rs 17045 x 260 – 17565 Trainee Technical Design Officer
WMA 2	:	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
WMA 3	:	Rs 13285 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 Treatment Plant Worker (Shift)
WMA 4	:	Rs 10600 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 – 21475 x 375 – 21850 General Worker (Roster – Day and Night)
WMA 5	:	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
WMA 6	:	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 Office Attendant

99. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 7 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050

Pipe Cleaner

WMA 8 : 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

Survey Field Worker/Senior Survey Field Worker

WMA 9 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Driver

WMA 10 : 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

Field Supervisor

WMA 11 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225

Senior/Head Office Attendant

WMA 12 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875

Receptionist/Telephone Operator

WMA 13 : 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 – 29875

Operative

WMA 14 : 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

Driver (Wastewater Jetting Unit/Tanker)

WMA 15 : Rs 26050 x 675 – 27400 x 825 – 28225

Trainee Engineer

WMA 16 : 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 – 31525

Laboratory Attendant

99. WASTEWATER MANAGEMENT AUTHORITY (Contd)

- WMA 17 :** Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175
Head Survey and Field Worker
- WMA 18 :** Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
Clerical Officer
- WMA 19 :** 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 – 34825
Clerk (Revenue Collection) (Personal to officers in post as at 30.06.08)
- WMA 20 :** Rs 21150 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
Head Operative
- WMA 21 :** 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 – 35650 x 900 – 36550
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic/Instrumentation) (Shift)
Technical Assistant (Mechanical) (Shift)
- WMA 22 :** 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
Land Survey Technician
- WMA 23 :** 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
Assistant Works Inspector
Laboratory Assistant
- WMA 24 :** Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
Management Support Officer

99. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 25 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Assistant Financial Operations Officer
formerly Assistant Financial Officer
 Assistant Procurement and Supply Officer
 Cashier (New Grade)

WMA 26 : 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 – 40300

Laboratory Technician
 Technical Design Officer

WMA 27 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250

Works Inspector

WMA 28 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250

Senior Technical Assistant (Shift)

WMA 29 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Internal Control Officer

WMA 30 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

WMA 31 : 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 – 43500

Customer Care Officer

WMA 32 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Financial Operations Officer
formerly Financial Officer
 Procurement and Supply Officer

WMA 33 : 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

99. WASTEWATER MANAGEMENT AUTHORITY (Contd)

- WMA 34 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800**
Senior Laboratory Technician
- WMA 35 : 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**
Human Resource Officer
ICT Technician
formerly IT Support Officer
Technical Officer (Civil)
Technical Officer (Mechanical and Electrical)
- WMA 36 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Technical Design Officer
Senior Works Inspector
- WMA 37 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Principal Laboratory Technician
- WMA 38 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Financial Operations Officer
formerly Senior Financial Officer
Senior Internal Control Officer
Senior Procurement and Supply Officer
- WMA 39 : 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
- WMA 40 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550**
Office Superintendent
- WMA 41 : 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 x 1650 – 54200**
Planning and Transport Coordinator

99. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 42 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200

Chief Works Inspector
Senior Technical Officer (Civil)
Senior Technical Officer (Mechanical and Electrical)

WMA 43 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900

Superintendent, Procurement and Supply

WMA 44 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900

Principal Technical Design Officer

WMA 45 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 61000

Head, Procurement and Supply (New Grade)

WMA 46 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Officer
Legal Officer
Public Relations Coordinator
Public Relations and Customer Care Officer

WMA 47 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

IT Analyst
Land Surveyor
Scientific Officer
Systems Administrator

WMA 48 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Accountant
Human Resource Management Officer

WMA 49 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

99. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 50 : 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

Engineer/Senior Engineer (Civil)
 Engineer/Senior Engineer (Electrical)
 Engineer/Senior Engineer (Mechanical)
 Engineer/Senior Engineer (Mechatronics)
 Mechanical Engineer/Senior Mechanical Engineer (Personal to officers in post as at 30.06.08)
 Process Engineer/Senior Process Engineer (Wastewater Treatment)

WMA 51 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Secretary to the Board
 Senior Accountant
 Senior Land Surveyor
 Senior Scientific Officer

WMA 52 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Administrative and Human Resource Manager
 Financial Manager
 Information Technology Manager
 Laboratory Manager

WMA 53 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Lead Engineer (Civil)
formerly Works Manager (Civil)
 Lead Engineer (Mechanical and Electrical)
formerly Works Manager (Mechanical and Electrical)

WMA 54 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500

Divisional Manager

WMA 55 : Rs 94500 x 3125 – 103875

Deputy General Manager (Administration)
 Deputy General Manager (Technical)

WMA 56 : Rs 119500

General Manager



**PRIVATE
SECONDARY
SCHOOLS**

PRIVATE SECONDARY SCHOOLS

- 1.1 The Private Secondary Schools (PSS) are educational institutions in Mauritius, Rodrigues and Agalega which cater for around 56241 students. The Private Secondary Education Authority (PSEA), which operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, oversees the overall administration of these institutions as far as pedagogical activities are concerned and also manages the disbursement of grants to these institutions. The teaching and non-teaching personnel are recruited by the Manager of the respective institution. As at date, the establishment size of the teaching and non-teaching staff stands at around 4978 and 2261 respectively.
- 1.2 There are presently a total of 112 private secondary schools in operation, of which eight are in Rodrigues and one in Agalega. 87 of these schools operate on a full grant-in-aid system, one on a partly grant aided system and 24 are non-grant aided.
- 1.3 In the context of this Report, meetings were held with all Staff Unions, the Federation of Managers and the Management of the PSEA. Representations of the Unions pertain mainly to amending the qualifications requirement for the grades of Rector and Deputy Rector; reviewing the workload of Educators and Senior Educators in terms of teaching time; increase in salary; re-introduction of the grant of incremental credits for additional qualifications; enhancing travelling benefits; improving certain existing benefits/allowances; updating schemes of service to better reflect the actual duties being performed; and creation of grades, among others.
- 1.4 The main submissions of the Federation of Managers were, *inter alia*, creation of grades such as Discipline Master, Health and Safety Officer and posting of a Deputy Rector in each school irrespective of school population. On the other hand, Management made submissions to review the qualifications requirement for the grades of Rector, Deputy Rector, Senior Educator and Educator (PSS) to be in line with what obtains in the Civil Service.
- 1.5 During consultations, all parties were apprised that creation of grades depends on the functional and operational needs of the organisation; general conditions of service would be dealt with holistically; and any upgrading would be considered following a re-assessment of the grade by examining the Job Description Questionnaires. Due explanation was also given for requests that could not be entertained.
- 1.6 In our previous Reports, emphasis was laid on the promotion of a homogeneous secondary education to be dispensed in a uniform manner in both State Secondary Schools and Private Secondary Schools. To this end, the conditions of service, recruitment process, qualification and skills and competencies of staff of Private Secondary Schools were aligned with those of the State Secondary Schools. We are, in this Report, continuing this trend of alignment between the Private Secondary Schools and the State Secondary Schools. We are making appropriate provisions in the ensuing paragraphs.

Rector

Deputy Rector

- 1.7 The grades of Rector and Deputy Rector exist in both the State Secondary Schools and the Private Secondary Schools. The grades carry the same salary scale in both sectors. During consultations, the Management of the PSEA apprised that the qualifications requirement for the grades differ in both sectors and this issue is giving rise to much frustration among employees of the Private Secondary Schools. It was, however, noted that the Private Secondary Schools are governed by different PSEA policies. One such policy is that schools with less than 700 students are not eligible to the posting of Deputy Rector; schools with more than 700 students but less than 1200 students are eligible to the posting of one Deputy Rector and schools with a student population of more than 1200 are eligible to two Deputy Rectors.
- 1.8 Proposed amendments to the schemes of service for the grades of Rector and Deputy Director were sent to the High Powered Committee (HPC) on two occasions where it was decided that the matter be looked into by the Bureau in the context of this Report.
- 1.9 Against this backdrop, the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology submitted proposed schemes of service for the grades of Rector and Deputy Rector to the MPSAIR which were copied to the Bureau. Furthermore, the PSEA apprised the Bureau that the proposals submitted have been agreed upon after consultations with Unions of the Private Secondary Schools, namely the Union of Private Secondary Education Employees (UPSEE), the Secondary and Preparatory School Teachers and other Staff Union (SPSTSU) as well as the Federation of Managers whereby all parties concerned agreed that the qualifications requirement for the grades of Rector and Deputy Rector in Private Secondary Schools should be generally aligned with those of the State Secondary Schools.
- 1.10 Although the views of other relevant stakeholders concerning the proposed amendments to the schemes of service had not been obtained until the very last stage towards the publication of this Report, the Bureau wishes to highlight that it has no objection that the Management of the PSEA proceeds with the amendments to the schemes of service for the grades of Rector and Deputy Rector subject to consensus among all stakeholders and all established procedures are followed.

Scheme of Service

- 1.11 With the COVID-19 Pandemic, teaching personnel of the PSS are called upon to make use of a variety of technology-based software/IT tools as alternatives to the traditional classroom, provide lessons through video conferencing and online learning platforms as well as radio and National television programmes through the Mauritius Broadcasting Corporation. We are, in this Report, making appropriate provision to cater for such instances.

Recommendation 1

- 1.12 We recommend that the duties in the respective schemes of service for the teaching personnel in Private Secondary Schools be enlarged to include online teaching, assessment and evaluation, whenever necessary. This element has been taken into consideration in arriving at the recommended salary scales of the relevant grades.**

Educator (Private Secondary Schools)

- 1.13 In our last Report, provisions were made for the PSEA and the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology to ensure that incumbents in the grade of Educator (Private Secondary Schools) who are recruited in a temporary capacity to be appointed in a substantive capacity only upon successful completion of a comprehensive one year course leading to an Educator's Licence. However, both the PSEA and the Ministry have informed that this recommendation has still not yet been implemented and have requested that this provision be replicated in this Report. We recommend accordingly.

Recommendation 2

- 1.14 We reiterate that the PSEA, in collaboration with the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, should ensure that, in future, Educator (Private Secondary Schools) should be recruited in a temporary capacity in the first instance. Candidates should be appointed in a substantive capacity only upon successful completion of a comprehensive one year training leading to an Educator's Licence. Moreover, the modules taken in the one year training course shall be banked towards a PGCE to be completed within a period of five years.**
- 1.15 **We recommend that the PSEA and the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology should take the necessary measures to avoid any further delay in the implementation of the above recommendation.**
- 1.16 There are specific provisions for the grade of Educator (Secondary) in the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology which are applicable for Educator (Private Secondary Schools). These provisions still hold and we recommend accordingly.

Recommendation 3

- 1.17 We recommend that:**
- (a) candidates possessing a post 'A' Level Degree and appointed Educator (Private Secondary Schools) should join the recommended salary scale at salary point Rs 27400;**
 - (b) Educators (Private Secondary Schools) possessing a post 'A' Level Diploma or post 'O' Level Degree should be allowed to proceed beyond**

the Qualification Bar (QB) inserted in the salary scale upon obtention of the Degree or a Master's Degree as appropriate;

- (c) incumbents in the grade of Educator (Private Secondary Schools) drawing a monthly salary of less than Rs 27400 should, on obtention of qualifications to cross the QB in the salary scale, be allowed to join the recommended salary scale at salary point of Rs 27400; and**
- (d) Educators (Private Secondary Schools) who satisfy the requirement to cross the QB should, on reaching the top salary point of Rs 62700, be allowed to move incrementally in the Master Salary Scale up to salary point Rs 68000 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

1.18 We also recommend that the Educators (Private Secondary Schools) should teach approximately 1190 minutes in a week, one or more subjects relating to their academic qualifications.

1.19 The term "approximately" at paragraph 1.18 above is deemed to mean a few minutes more or a few minutes less but not a period more or a period less. It has been used because of divisibility as the duration of a period differs in different schools/colleges.

Allowance

1.20 Educators (Private Secondary Schools), who do not possess the qualifications to cross the QB in the salary scale of the grade and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, are currently being paid a monthly allowance of Rs 2360. We are revising the quantum of the allowance.

Recommendation 4

1.21 We recommend that the monthly allowance payable to Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB in the salary scale and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, should be revised to Rs 2480. On obtention of the qualifications required to cross QB, incumbent would be eligible (i) to a salary point arrived at after adding the allowance to the basic salary OR (ii) to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary OR Rs 27400 whichever is higher.

1.22 We also recommend that the above monthly allowance should be paid on a *pro-rata* basis to Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB and are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for a minimum of four periods weekly.

Head of Department

- 1.23 Heads of Department are selected on a seniority basis in their respective Private Secondary Schools from among Educators (Private Secondary Schools) possessing the qualifications to cross the QB. In the absence of fully qualified candidates, Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB, but reckon at least five years' post qualification experience and having taught up to Grade 11/Grade 13 when posted respectively in Grade 11/Grade 13 colleges are also considered for the designated position. The Heads of Department are required to advise the Rector on matters relating to their respective specialities e.g. syllabus, choice of books, laboratory equipment, time table, internal examinations, among others.
- 1.24 A list of subjects and subject combinations has been established by the PSEA for which a headship allowance is paid. The criteria for eligibility to the position of Head of Department, is as follows: -
- (i) there should be two or more Educators (Private Secondary Schools) with a full time-table in the Department;
 - (ii) Educators (Private Secondary Schools) are teaching the subject for at least 1000 minutes weekly; and
 - (iii) the total teaching time in the department should not be less than the full workload of a full-time teacher or approximately 1190 minutes per week.
- 1.25 The above arrangements are still valid and should continue to prevail.

Recommendation 5

- 1.26 **We recommend that assignment of duties of Head of Department should continue to be made from among Educators (Private Secondary Schools), possessing qualifications required to cross the QB, on a seniority basis in the respective Private Secondary Schools and in the grade. In the absence of fully qualified candidates, Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB, but reckon at least five years' post qualification experience and teach up to Grade 11/Grade 13 and are posted respectively in Grade 11/Grade 13 colleges should also be considered.**
- 1.27 **We also recommend that incumbents assigned duties of Head of Department should continue to teach their subject of specialisation for approximately 840 minutes weekly and be paid a monthly Headship Allowance as hereunder: -**

Head of Departments	Monthly Allowance
In schools teaching up to Grade 11	Rs 1330
In schools teaching up to Grade 13	Rs 2000
In scarcity areas (though not possessing the qualifications required to cross the QB)	Rs 2000

- 1.28 The term "approximately" at paragraphs 1.24 (iii) and 1.27 is deemed to mean a few minutes more or a few minutes less but not a period more or a period less. It has been used because of divisibility as the duration of a period differs in different schools/colleges.

Section Leader

- 1.29 At present, members of the teaching staff including Grade I Teachers (Personal), Grade II Teachers (Personal), Grade II Teachers (Others) (Personal) and Educators (Private Secondary Schools) are paid a monthly allowance for being assigned the task of Section Leader with a view to enable the Private Secondary Schools to have additional resources to, among others, tackle the problems of indiscipline and misconduct. This arrangement is still effective.

Recommendation 6

- 1.30 We recommend that the present mode of assignment of duties of Section Leader should continue.**
- 1.31 We also recommend that incumbents assigned the duties of Section Leader be paid a monthly allowance equivalent to one increment at the salary point reached in the respective salary scale.**

Discipline

Recommendation 7

- 1.32 We reiterate that Discipline within the school compound should be the concern of each and every member of the staff both teaching and non-teaching. Every staff member should continue to participate actively to maintain the highest level of discipline at school. They should continue to act proactively and collectively to restore discipline immediately in situation of unruliness and disorderliness.**
- 1.33 We again recommend that following the publication of this Report, the Private Secondary Education Authority in collaboration with the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology and the Ministry of Public Service, Administrative and Institutional Reforms should carry out a Human Resource Planning as per provision made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report and make appropriate recommendations, to ensure that all Private Secondary Schools are properly manned at all levels.**

Replacement Teacher

- 1.34 In our last Report, provisions were made for the PSEA to consider providing replacement for teachers who are on leave for a period of less than 30 days. In the context of this review exercise, several Unions of the PSS sector apprised the Bureau that this provision has not been implemented and as such many Educators have not

been granted their vacation leave due to lack of personnel for replacement. We are making appropriate provision.

Recommendation 8

- 1.35 We reiterate that the PSEA should consider the possibility of providing replacement teachers whenever Educators (Private Secondary Schools) proceed on leave for a period of less than 30 days.**

Part-Time Teachers

- 1.36 The salary of a Part-Time Teacher is currently computed as follows: -

$$\frac{1.25 \times S \times M}{81 \times 60}$$

where S means salary

M means Number of Minutes Taught

- 1.37 The above arrangement for the remuneration and other benefits accruing to Part-Time Teachers is still effective.**

General Attendant

- 1.38 Specific provisions exist for incumbents in the grade of General Attendant who possess additional qualifications and work exclusively in the Laboratory. This arrangement is still effective and we recommend accordingly.

Recommendation 9

- 1.39 We recommend that General Attendants who: -**

- (a) possess at least a pass in Biology or Chemistry or Physics or Mathematics or any Science subject obtained at the Cambridge School Certificate or at the General Certificate of Education (Ordinary Level);**
- (b) work exclusively in the Laboratory and Computer Rooms; and**
- (c) have reached their top salary;**

be allowed to proceed incrementally up to salary point Rs 31525 in the Master Salary Scale.

Roster System for Non-Teaching Staff

- 1.40 In our previous Reports, appropriate provision was made for Managers of Private Secondary Schools to consider the advisability of setting up a roster system for the non-teaching staff during school vacations. This arrangement should continue.

Recommendation 10

- 1.41 We recommend that Managers of Private Secondary Schools should, subject to the exigencies of service, make provision for the setting up of a roster system for the non-teaching staff to attend school during school vacations.**

Services of Educational Psychologist and Safety and Health Officer/Senior Safety and Health Officer

- 1.42 The Bureau had created the grade of Educational Psychologist on the establishment of the Private Secondary Education Authority in the PRB Report 2016. The Bureau also made specific provisions for the PSEA, pending recruitment in the grade, to tap the services of Educational Psychologist at the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, on a needs basis. Specific recommendation was also made for Safety and Health Officer/Senior Safety and Health Officer to provide their services in Private Secondary Schools.
- 1.43 Given that the PSEA has not yet recruited Educational Psychologist on its establishment, we are, once again, making specific provisions.

Recommendation 11

- 1.44 **We again recommend that pending the recruitment of Educational Psychologist, the Private Secondary Education Authority should continue to make necessary arrangements with the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology to avail of the services of Educational Psychologist on a needs basis.**
- 1.45 **We also recommend that the Private Secondary Education Authority should ensure that the Safety and Health Officer/Senior Safety and Health Officer on its establishment should continue to carry out surveys; assess health and safety requirements; and recommend the implementation of health and safety measures in Private Secondary Schools.**

Protective Items

Recommendation 12

- 1.46 **We recommend that Managers of Private Secondary Schools should continue to provide the necessary protective clothing/equipment as per the list of protective clothing/equipment issued by the Private Secondary Education Authority to employees in approved grades whose nature of work warrants the use of same.**
- 1.47 **We also recommend that the Private Secondary Education Authority should ensure compliance with the above recommendation in all Private Secondary Schools.**

Conditions of Service

Recommendation 13

- 1.48 **All relevant conditions of service recommended at Chapter Conditions of Service and Benefits of Volume 1 of this Report should be applicable to all approved teaching and non-teaching staff, except where otherwise stated.**

Tour of Service of Educators who have elected domicile in Rodrigues and are serving in Rodrigues for several years

- 1.49 The conditions of service of officers who are domiciled in Mauritius and required to serve on a tour of service to Rodrigues and the Outer Islands have been dealt with under Chapter Rodrigues and the Outer Islands in Volume 1 of this Report. The relevant conditions of service which are applicable to the Educator (Private Secondary Schools) who is domiciled in Mauritius and who is required to serve on a tour of service in Rodrigues are being reproduced for ease of reference.

Recommendation 14

1.50 We recommend that:

- (i) the duration of a tour of service in Rodrigues should generally be of 12 months' duration;**
- (ii) payment of the monthly disturbance allowance should be 25% of gross salary for the duration of a tour of service;**
- (iii) payment of the disturbance allowance should, save in exceptional circumstances and subject to the approval of the MPSAIR, be limited to three tours of service only; and**
- (iv) Mauritian officers posted in Rodrigues on a tour of service should continue to benefit from rent-free accommodation or quarters.**

Special Provisions during a Pandemic

- 1.51 During the period COVID-19 Pandemic prevailed in Mauritius, the MPSAIR informed all Ministries/Department through a circular to make special arrangement for officers proceeding on a tour of service to Rodrigues and the Outer Islands.
- 1.52 In accordance with the Circular, Supervising Officers have been requested to communicate to the MPSAIR the particulars of officers who have been scheduled to proceed to Rodrigues and/or the Outer Islands during the coming three months, to serve on a tour of service, indicating their expected date of departure, so that appropriate arrangements may be made with the Ministry of Health and Wellness for these officers to serve their mandatory quarantine period just before their planned departure.
- 1.53 Since the sanitary protocol would be of relevance, should a similar situation arise in the future, we are making appropriate provision to that effect.

Recommendation 15

- 1.54 We recommend that whenever officers scheduled to proceed on a tour of service to Rodrigues and the Outer Islands and have to serve a mandatory quarantine period just before their planned departure, their Supervising Officers should communicate to the MPSAIR their particulars at least three months in advance so that appropriate arrangements may be made with the Ministry of Health and Wellness for them to serve the said quarantine period.**

SPECIFIC CONDITIONS

Vacation Leave

- 1.55 This section should be read along with the Chapter on Leave in Volume 1 of this Report.
- 1.56 The provisions for vacation leave for teaching personnel are different from those in other sectors in the public sector in view of the specificities of the education sector. We have examined all requests from both the staff side and Management and are making appropriate provisions in the ensuing paragraphs.

Recommendation 16

- 1.57 **We recommend that the present vacation leave earning rate and ceiling for teaching staff should be in accordance with the provisions of the Chapter on Leave of Volume 1 of this Report.**
- 1.58 **We recommend that the teaching personnel:**
- (i) **subject to the exigencies of service, may be granted a maximum of 19 days vacation leave during term time; and**
 - (ii) **who do not take advantage of the annual vacation leave entitlement during term time in a calendar year should be allowed to accumulate up to the normal ceiling. Additionally, the maximum vacation leave which may be accumulated over and above the vacation leave ceiling should not exceed 50% of the maximum accumulated vacation leave entitlement for the incumbent. Such leave may be taken as leave prior to retirement. If the services of the officer are required during the leave prior to retirement, they are refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**
- 1.59 **We also recommend that notwithstanding provision at paragraph 1.58 (i) above, vacation leave exceeding 19 days during term time may be granted, subject to the exigencies of service, to officers for:**
- (i) **medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;**
 - (ii) **convalescence purposes following depletion of the officer's sick leave accumulated in "bank";**
 - (iii) **immediately after maternity leave entitlement;**
 - (iv) **for a male officer, following his wife's confinement;**
 - (v) **attending to the graduation ceremony of an immediate member of the family abroad;**
 - (vi) **the wedding of the officer or the officer's children;**
 - (vii) **proceeding on pre-retirement leave; and**

(viii) for any other cases, (a) once for officers reckoning less than 20 years' service and (b) not more than twice for those reckoning over 20 years' service inclusive of (a).

1.60 Vacation leave is granted only for reasons specified at paragraph 1.59 above during third term.

1.61 The term "immediate member of the family" for the purpose of paragraph 1.59 above is deemed to mean the officer's father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

1.62 We further recommend that members of the teaching personnel should attend to training course/seminars, talks, workshops organised during school vacation.

Casual Leave

1.63 Teaching personnel are eligible to 11 working days of casual leave each year. Members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, are refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year. This arrangement is still effective and we recommend accordingly.

Recommendation 17

1.64 We recommend that members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should continue to be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

1.65 We also recommend that up to a maximum of 10 days' of unutilised casual leave of teaching personnel should be refunded on a *pro-rata* basis for the year in which the officer proceeds on retirement or passes away while in service.

Loan Facilities to purchase Laptop/PC

1.66 In view of the fact that teaching personnel are now required to use different techniques to carry out their pedagogical duties, the Bureau is making appropriate recommendation to enable those teaching personnel to avail of the proper tools and equipment.

Recommendation 18

1.67 We recommend that teaching personnel should be provided with loan facilities up to a maximum of Rs 25000 at an interest rate of 2% per annum for a duration of 24 months for the purchase of a Laptop/PC, as appropriate.

- 1.68 For the purpose of this section on SPECIFIC CONDITIONS, the term "teaching personnel" is deemed to read officers in the following grades:
- (i) Senior Educator (Private Secondary Schools);
 - (ii) Educator (Private Secondary Schools);
 - (iii) Educator (Private Secondary Schools) (Personal to holders in post as at 30.06.03);
 - (iv) Grade I Teacher (Personal);
 - (v) Grade II Teacher (Personal); and
 - (vi) Grade II Teacher (Others) (Personal).

Contribution

Retirement Age

Accrual Rate and Qualifying Period

- 1.69 At present:
- (i) an employee of the private secondary schools contributes the difference between 6% of his pensionable salary rounded to the nearest rupee or redundancy allowance and the contributions payable by him to the National Pension Scheme. The existing arrangement for service prior to respective commencement date of this scheme is still maintained. The Private Secondary Education Authority (PSEA) contributes the balance of the cost of the scheme;
 - (ii) for employees of the Private Secondary Schools joining on or after 01 July 2008:
 - (a) the normal retirement age of an employee is 65 years but employees have the right to retire at the age of 60. Upon recommendation of the employer and on approval of the Private Secondary Education Authority, an employee may retire at the age of 55;
 - (b) the quantum of pension is computed at the rate of 1/690th of pensionable emoluments on retirement for every month of pensionable service, subject to a maximum of 460/690th; and
 - (c) the normal qualifying period to benefit from full pension for such employees is 38 $\frac{1}{3}$ years (460 months).

- 1.70 The provisions listed at paragraph 1.69 above remain valid.

Actual Rate

- 1.71 The retirement benefits of public officer in post as at 30 June 2008 is computed on the basis of the provisions in force prior to the coming into effect of the modified Defined Benefit (DB) Pension Scheme.

Recommendation 19

- 1.72 We recommend that the retirement benefits of employees in post as at 30 June 2008 should continue to be computed on the basis of the provisions in force prior to 01 July 2008.**

Discounted Salaries for Employees not Opting for Pension Reforms

- 1.73 For employees who did not opt for the pension reforms on 01 July 2008 but instead opted for the pension arrangements in force prior to the coming into effect of the 2008 PRB Report, the new salary structures recommended are implemented at a discounted rate of 92% of the salary recommended. This arrangement remains valid.

Recommendation 20

- 1.74 We recommend that the provision regarding discounted salaries at the rate of 92% of the recommended salary for employees who did not opt for Pension Reforms on 01 July 2008 be maintained.**

Pensions in Payment

- 1.75 At present, pensions in payment in respect of employees of Private Secondary Schools who opted for the Modified Pension Scheme and who would retire after 01 July 2008, is computed in line with provisions for officers in the Public Service.

Recommendation 21

- 1.76 We recommend that employees of Private Secondary Schools who opted for the Modified Pension Scheme and who would proceed on retirement after 01 July 2008, should be computed in line with provisions for officers in the Public Service.**

Refund of Contribution

Recommendation 22

- 1.77 We recommend that in the event an employee of the Private Secondary Schools leaves or otherwise ceases to be in the employment of the Private Secondary Schools and no portable benefit is transferable and no pension, gratuity or other allowance is payable to him in respect of his past service in the Private Secondary Schools, the employee should be refunded 100% of the additional contribution made to the Modified Pension Scheme as from 01 July 2008 together with compound interest at the rate of 4% per annum, provided he has effectively contributed to the scheme for at least a year.**

Pension Reforms – Defined Contribution Pension Scheme

- 1.78 In line with Government's commitment to pursue reforms of the Pension System, in the 2013 PRB Report, a single Defined Contribution (DC) Pension Scheme for new entrants in the Public Sector has been set up. This scheme is applicable to officers of the Private Secondary Schools.

Special Provision for officers in post as at 30 June 2008 who reckon at least 33 1/3 years of pensionable service

Recommendation 23

1.79 We further recommend that, public officers in post as at 30 June 2008, should on retirement be granted a one-off payment equivalent to 2% of their annual pensionable emoluments for each completed year of pensionable service beyond 33¹/₃ years of pensionable service as from 01 January 2013, provided that such officers:

- (a) have attained the optional retirement age (that is 60 years);**
- (b) reckon at least 33¹/₃ years of pensionable service; and**
- (c) have opted for the Pension Reforms on 01 July 2008 and contributed effectively to the Pension Scheme.**

Funeral Grant

1.80 At present, the heir of an officer of the Private Secondary Schools holding a substantive appointment or having completed one year's continuous service is paid a funeral grant of Rs 10000 in the event that the officer passes away while still in service. This provision should continue.

Recommendation 24

1.81 We recommend that the heir or near relative (father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law) of an officer of the Private Secondary Schools holding a substantive appointment or having completed one year's continuous service and who passes away while still in service be paid a funeral grant of Rs 10000.

PRIVATE SECONDARY SCHOOLS

SALARY SCHEDULE

PSS 1 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker/Caretaker
Sanitary Attendant

PSS 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850

Gatekeeper

PSS 3 : 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)

PRIVATE SECONDARY SCHOOLS (Contd)

- PSS 4 : Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425**
Handy Worker/Groundsman/Gardener (Personal to holders in post at 30.06.98)
- PSS 5 : 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
- PSS 6 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**
General Attendant
- PSS 7 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
- PSS 8 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550**
Library Clerk (Personal to holders in post at 30.06.93)
- PSS 9 : 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 - 37450**
Library Clerk/Senior Library Clerk
formerly Library Clerk
- PSS 10 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
College Clerk
- PSS 11 : 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 - 36550 QB - 37450 x 950 - 42200 x 1300 - 43500**
Grade II Teacher (Others) (Personal)
- PSS 12 : 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 x 950 - 42200 x 1300 - 43500**
Grade II Teacher (Personal)

PRIVATE SECONDARY SCHOOLS (Contd)

**PSS 13 : 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**

Library Officer

**PSS 14 : 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**

Grade I Teacher (Personal)

**PSS 15 : 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 - 44800 QB 46100 x 1575 -
49250 x 1650 - 54200 x 1700 - 62700**

Educator (Private Secondary Schools)

**PSS 16 : 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 QB 52550 x 1650 - 54200 x 1700 - 62700**

Educator (Private Secondary Schools) (Personal to holders in post as at 30.06.03)

**PSS 17 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800**

Senior Educator (Private Secondary Schools)

**PSS 18 : Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800 x 2000 - 73800**

Deputy Rector

**PSS 19 : Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x
2150 - 82250**

Rector

