

25. HIGHER EDUCATION COMMISSION

- 25.1 Established as a statutory body in 2020 under the Higher Education Act, the Higher Education Commission (HEC) operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. It envisions to make higher education a key pillar of the national economy and to position Mauritius as the foremost destination for students in the region.
- 25.2 The Commission is entrusted with the monitoring and steering of the higher education sector to foster excellence, equity and innovation. Its core objectives include ensuring adequate resources for institutions, rationalisation of academic programmes, promotion of high-quality research, and supporting the implementation of the Government's national higher education strategy.
- 25.3 As Chief Executive Officer, the Commissioner is responsible for the execution of the policy of the Board, and control and management of the day-to-day business of the Commission. She is assisted in the performance of her duties by Heads of Divisions and a complement of staff belonging to the professional, technical and support grades.
- 25.4 Both Union and Management have, among others, requested for the: restyling and upgrading of a few grades; alignment of qualifications requirement of grades with those of comparable positions in the public sector; and reviewing upward the salary of certain grades at the HEC to attract and retain staff. Proposals were also made for the creation of a plethora of grades. During consultations, parties were apprised of the stand of the Bureau, particularly in relation to those requests that could not be acceded to for technical reasons.
- 25.5 We have examined all the proposals and are, thus, consolidating the structure with the creation of grades at strategic, professional and technical levels. We are also providing for a designated position of Registrar; and for movement beyond top salary for incumbents in a few grades. **General recommendations relating to special provisions for graduates and professionals and grant of duty remission facilities on the purchase of a car have been reflected in Volume 1 of this Report.**

Deputy Commissioner (New Grade)

- 25.6 Management submitted that with the additional functions entrusted to the Commission to respond to the provisions of the Higher Education Act and the huge financial responsibility in respect of the higher education sector, there is an imperative need for a level of Deputy Commissioner to deputise the Commissioner in the discharge of her duties and to provide directions to Heads of Divisions.
- 25.7 We consider that such a position at corporate level would contribute in enabling the Commission to better deliver on its mandate. We are, therefore, recommending to that end.

Recommendation 1

25.8 We recommend the creation of a grade of Deputy Commissioner. Appointment thereto should be made by selection from among candidates possessing a PhD degree and reckoning at least 10 years' experience at strategic level in the formulation of educational policies and administration of higher education.

25.9 Incumbent would be responsible to assist the Commissioner, among others, in the overall strategic development of the higher education sector, and formulation and execution of strategies and policies as well as management of the day-to-day business of the Commission. The latter would be required, *inter alia*, to: deputise the Commissioner, as and when required; and assist the Commissioner in developing and carrying out regular review of policies, objectives and programmes pertaining to the higher education sector.

Internal Auditor (New Grade)

25.10 Proposal was made by Management to upgrade the post of Internal Control Officer, which is vacant since 2011, to that of Internal Auditor, owing to a significant increase in HEC's financial responsibilities.

25.11 The Bureau, however, considers that the grade of Internal Control Officer, now restyled Internal Audit Officer should be maintained since the level and nature of duties differ from those of an Internal Auditor. In parallel, the latter position may be created on account of good governance principles. We are recommending in that direction.

Recommendation 2

25.12 We recommend the creation of a grade of Internal Auditor. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

25.13 Incumbent would be responsible to the Commissioner and be called upon to, among others: be in charge of the internal audit functions at the Commission; prepare an annual internal work plan; carry out internal audit in finance, stores, transport and other operations of the Commission in accordance with internal audit programmes and procedures; and frame, review as well as update internal audit programmes.

ICT Technician (New Grade)

25.14 Both Management and Union requested for the creation of an array of managerial, professional and technical IT grades to meet the objectives set by the HEC, with respect to the modernisation and digitalisation of its systems.

25.15 Since a grade of Systems Administrator now restyled IT Analyst/Senior IT Analyst already exists, we consider that creation of a technical grade at this stage would suffice to deal with IT related issues. We are, therefore, providing for the creation of a grade of ICT Technician.

Recommendation 3

- 25.16 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 and Communication Technology or an equivalent qualification and reckoning at least two years' experience in troubleshooting, maintenance and repair of ICT equipment.**
- 25.17 Incumbent would be required, *inter alia*, to: maintain, repair and administer ICT equipment including all related peripherals; ensure the proper and timely maintenance and repairs of ICT equipment; provide general technical guidance and support to end-users; assist in devising appropriate systems of security in relation to hardware and software; troubleshoot network problems and take remedial action; and assist the IT professionals in the discharge of their duties.

Principal Financial Operations Officer (New Grade)

- 25.18 At present, functions in the Finance Division devolve on incumbents in the grades of Financial Controller, Head Finance Division; Deputy Financial Controller; Senior Financial Operations Officer; Financial Operations Officer; and Assistant Financial Operations Officer.
- 25.19 Management submitted that financial procedures have become more complex further to provisions of the Higher Education Act. As a result, request has been made to consolidate the Finance Division at managerial level for more efficiency.
- 25.20 During consultations, Management agreed that the structure in relation to grades at managerial and professional levels are adequate. Given that emphasis was made on the need for a supervisory level, we are providing for a grade of Principal Financial Operations Officer.

Recommendation 4

- 25.21 We recommend the creation of a grade of Principal Financial Operations Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer who reckon at least four years' service in a substantive capacity in the grade.**
- 25.22 Incumbent would be required, among others, to: assist and advise on matters related to financial management and operations; ensure correct applications of financial and other relevant legislations and regulations; ensure that financial operations are carried out in accordance with the Financial Management Kit and other relevant legislations; and supervise work of subordinate staff.

Assistant Procurement and Supply Officer (New Grade)

- 25.23 Management submitted that there is need to strengthen the Procurement and Supply Cadre since presently all procurement and supply duties are carried by the Procurement and Supply Officer/Senior Procurement and Supply Officer.
- 25.24 We have examined the request and on the basis of the duties and responsibilities that would devolve on incumbents, we consider that creation of a grade at entry level would be more appropriate at this juncture. We are recommending accordingly.

Recommendation 5

- 25.25 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Registrar

- 25.26 The Bureau was apprised that the Higher Education Act provides for the appointment of an officer to act as Registrar of the Commission. In this respect, Management proposed the creation of such grade on the establishment of the HEC.
- 25.27 During the consultative meeting, the Bureau observed that the grade of Registrar is not an established position as per the Higher Education Act. Hence, an officer of the Administrative Cadre may be designated as such. We are, therefore, making an appropriate recommendation to this end.

Recommendation 6

- 25.28 We recommend that an officer of the Administrative Cadre be designated as Registrar. Incumbent would, *inter alia*, be required to keep a register of all public and private institutions as well as public and private accredited programmes, and recognising qualifications/units by awarding credits, thus providing leverage to the higher education sector.**
- 25.29 We further recommend that the Registrar should be paid a monthly allowance equivalent to one increment at the salary point reached in his/her respective salary scale.**

Movement Beyond Top Salary

- 25.30 Human Resource Officer/Senior Human Resource Officers, Procurement and Supply Officer/Senior Procurement and Supply Officers, and Senior Financial Operations Officers (Future Holder) should be allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

Grades at the Centre for Instrumentation Service (CIS)

- 25.31 The Bureau has noted that only schemes of service of grades at the CIS have not yet been prescribed, whereas all other relevant grades on the establishment of the ex-Tertiary Education Commission have been integrated under that of Higher Education Commission. Management requested that this integration exercise be carried out by the Bureau in the context of this Report.
- 25.32 Management in turn, was apprised that since an integration exercise is required following the defunctness of the ex-Tertiary Education Commission, specific procedures need to be followed, comprising, among others, the examination of the proposed schemes by the MPSAR. Therefore, this task may be more appropriately carried out after the publication of this Report.
- 25.33 However, it is noted that this integration exercise should have been completed long time back. **We, therefore, advise Management to expedite the prescription of the schemes of service of the grades at the CIS.**

25. HIGHER EDUCATION COMMISSION**SALARY SCHEDULE**

HEC 1	:	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280
		Office Auxiliary/Senior Office Auxiliary <i>formerly Office Attendant</i>
HEC 2	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290
		Driver/Office Auxiliary <i>formerly Driver/Office Attendant</i>
HEC 3	:	Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110
		Receptionist/Telephone Operator
HEC 4	:	Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960
		Word Processing Operator
HEC 5	:	Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930
		Clerical Officer <i>formerly Clerical Officer/Higher Clerical Officer</i>
HEC 6	:	Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000
		Management Support Officer

25. HIGHER EDUCATION COMMISSION (Contd)

- HEC 7 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer (New Grade)
- HEC 8 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Internal Audit Officer
formerly Internal Control Officer
- HEC 9 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Confidential Secretary
- HEC 10 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Financial Operations Officer
- HEC 11 : Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**
Office Management Assistant
- HEC 12 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Human Resource Officer/Senior Human Resource Officer
- HEC 13 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Procurement and Supply Officer/Senior Procurement and Supply Officer
- HEC 14 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Senior Financial Operations Officer (Future Holder)
- HEC 15 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
ICT Technician (New Grade)
- HEC 16 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**
Senior Financial Operations Officer (Personal)

25. HIGHER EDUCATION COMMISSION (Contd)

- HEC 17 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**
Safety and Health Officer/Senior Safety and Health Officer
- HEC 18 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**
Office Superintendent
- HEC 19 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**
Principal Financial Operations Officer (New Grade)
- HEC 20 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 QB 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Public Relations and Communication Officer
- HEC 21 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Assistant Secretary
Programme Officer
Statistician
- HEC 22 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Internal Auditor (New Grade)
- HEC 23 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**
Legal Officer
- HEC 24 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
IT Analyst/Senior IT Analyst
formerly Systems Administrator
- HEC 25 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Planning Officer
Regulatory Affairs and Accreditation Officer
Research Officer

25. HIGHER EDUCATION COMMISSION (Contd)

HEC 26 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Deputy Financial Controller
Deputy Secretary

HEC 27 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Planning Officer (Personal)
Regulatory Affairs and Accreditation Officer (Personal)
Research Officer (Personal)

HEC 28 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Financial Controller, Head Finance Division
Head, Regulatory Affairs and Accreditation Division
Head, Research and Planning Division
Secretary and Head Administration Division

HEC 29 : Rs 118000 x 4000 - 130000

Financial Controller, Head Finance Division (Personal)
Secretary and Head Administration Division (Personal)

HEC 30 : Rs 150000

Deputy Commissioner (New Grade)

HEC 31 : Rs 206000

Commissioner

EX-TERTIARY EDUCATION COMMISSION**SALARY SCHEDULE**

TEC 1 : Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960

Technical Assistant (Personal)

TEC 2 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Technician/Senior Technician (Personal)

TEC 3 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Technologist (Personal)

EX-TERTIARY EDUCATION COMMISSION (Contd)

**TEC 4 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900
x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**

Head, Centre for Instrumentation Service (Personal)

