

55. MAURITIUS RECREATION COUNCIL

- 55.1 Established under the Mauritius Recreation Council Act 2021 and operating under the *aegis* of the Ministry of Youth and Sports, the Mauritius Recreation Council (MRC) is a body corporate which is responsible for the promotion and organisation of recreational activities in Mauritius.
- 55.2 Fundamentally, the Council lays much emphasis on its recreation activities for the purpose of: promoting active healthy lifestyle; ensuring that people of all ages and abilities have the opportunity and access to recreation activities; connecting people with the nature including forests, parks, trails and inland water spaces; fostering an enabling environment based on community needs and resources; and ascertaining overall coordination, organisation and delivery of its activities so as to optimise participation of all citizen.
- 55.3 Pursuant to the MRC Act, a Managing Secretary shall be the chief executive officer of the Council. The latter shall have 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 Council.
- 55.4 The MRC has already started its operations and presently, all of its officers are employed on a contractual basis.
- 55.5 Representations received, in the context of this Report, relate to the creation of a few grades inclusive of a Managing Secretary and those belonging to the different areas of operation of the Council. During consultative meeting, Management was apprised on those proposals which have been retained for consideration and was also requested to submit additional information to the Bureau. Besides, Management was advised to keep up with its present arrangement concerning the services of a Safety and Health Officer (Part-time). Furthermore, with reference to its quest for a grade of 'Animateur', the Bureau considers that it would be more appropriate for the MRC to tap the services of this position on a contractual or freelance basis.
- 55.6 To enable the Council to fulfil its mandate, we are making provision for the creation of a few grades based on the organisational needs.

Managing Secretary (New Grade)

Recommendation 1

- 55.7 **We recommend the creation of a grade of Managing Secretary. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Leisure and Recreation Management or Human Resources or Management or an equivalent qualification and reckoning at least four years' experience in the field of leisure and recreation.**
- 55.8 Incumbent would be required, *inter alia*, to: be responsible for the execution of the policy of the Board and for the control and management of the day-to-day

business of the Council; ensure that the business strategy is translated into achievable plans; lead and motivate staff and maintain effective communication; represent the Council positively to internal and external stakeholders; manage and operate a recreation infrastructure; develop and maintain an effective marketing and public relations strategy to promote programs and facilities in the wider community; manage the finance of the Council; ensure all policies and procedures of the organisation are compliant with the legislations and current practices; and prepare annual reports of the Council.

Recreation Officer (New Grade)

Recommendation 2

55.9 We recommend the creation of a grade of Recreation Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Tourism or Leisure and Recreation Management or Sports Management or Physical Education or an equivalent qualification and reckoning at least three years' experience in any of the aforementioned fields.

55.10 Incumbent would be required, among others, to: assist the Managing Secretary in the preparation and monitoring of all assigned activities, programmes and budgeting; oversee the day-to-day work of subordinates, equipment, logistics and buildings; plan, organise, implement, supervise, and evaluate assigned recreational activities and games; manage daily operations at assigned Recreation Centres; establish and maintain assigned programme schedules and organisational calendars; make recommendation for purchasing equipment and supplies for facility of recreational activities; and assist in providing training and guidance to subordinates.

Recreation Assistant (New Grade)

Recommendation 3

55.11 We recommend the creation of a grade of Recreation Assistant. Appointment thereto should be made by selection from among candidates possessing a pass at the Cambridge School Certificate or the General Certificate of Education 'O' Level; a valid First Aid with CPR Certification; and a Certification in either water-based activities or hiking/mountain-climbing and reckoning at least one year working experience in recreation or hospitality industry or sports or fitness industry.

55.12 Incumbent would be required, *inter alia*, to: assist the Recreation Officer in the smooth operation of all the recreational and leisure activities as well as in the administration tasks; participate in the preparation and organisation of recreational activities; communicate with participants and ascertain that quality standards and customer safety and satisfaction are maintained; work in close collaboration with the Recreation Officer regarding safe practices and in ensuring enforcement of rules and regulations; and motivate participants and at times animate programmes and activities while observing all safety rules.

Human Resource Officer/Senior Human Resource Officer (New Grade)**Recommendation 4**

55.13 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. Appointment thereto, the duties to be performed and movement beyond top salary should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Procurement and Supply Officer (New Grade)**Recommendation 5**

55.14 We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate and a Certificate in Procurement and Supply Management or Purchasing and Supply Management or an equivalent qualification and reckoning at least four years' experience in Procurement and Supply.

55.15 Incumbent would be required, among others, to: be responsible to the Managing Secretary and advise Management on procurement and supply operations; manage and monitor all transactions relating to procurement; implement strategic procurement including sourcing strategy, supplier selection and evaluation, supplier relationship management and performance measurement; ensure timely preparation of procurement plans for projects; ensure physical stock verification is carried out in accordance with prescribed rules and regulations; flag non-compliance and misinterpretation of existing rules and regulations to the Managing Secretary; and perform procurement, warehousing and stock control operations and maintain records of transactions in compliance with provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006.

Accounts Officer (New Grade)**Recommendation 6**

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

55.17 Incumbent would, *inter alia*, be required, to: assist in the execution of duties pertaining to collection of revenues according to approved rates, preparation of annual financial statements, annual estimates as well as preparation and monitoring of financial transactions in respect of projects of the Council; prepare monthly bank reconciliations statements; prepare paysheets, payment vouchers and cheques for signature; effect payment of salaries, wages and other allowances; attend to banking transactions; keep proper and updated records of all financial transactions; draft correspondence relating to financial matters; and maintain a proper system of accounts and guard against irregularity and fraud.

Management Support Officer (New Grade)**Recommendation 7**

55.18 We recommend the creation of a grade of Management Support 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.

Clerk/Word Processing Operator (New Grade)**Recommendation 8**

55.19 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 a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word Processing or Data Processing.

55.20 Incumbent would be required, among others, to prepare, scrutinise and process documents, records and data entry; perform registry work and simple finance, human resources and stores duties; draft replies to simple correspondence; type and collate letters/documents; maintain files of correspondence, forms, reports and other materials; receive, sort and process mail and prepare materials for mailing; photocopy reports and other documents and operate telefax and email services; carry out secretarial duties, as and when required; and perform simple research work in connection with official documents.

Handy Worker (Multi-Skilled) (Roster) (New Grade)**Recommendation 9**

55.21 We recommend the creation of a grade of Handy Worker (Multi-Skilled) (Roster). Appointment thereto should be made by selection from among candidates possessing the National Trade Certificate (Level 3) or the National Certificate (Level 3) 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.

55.22 Incumbent would be required, *inter alia*, to: carry out electrical, mechanical, plumbing and pipe fitting, carpentry, cabinet making, masonry, painting and welding works; 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.

Driver/Office Auxiliary (New Grade)

Recommendation 10

55.23 We recommend the creation of a grade of Driver/Office Auxiliary. Appointment thereto should be made by selection from among candidates who show proof of having sat for Cambridge School Certificate or an equivalent qualification and possessing a valid driving licence (manual gear) to drive cars, vans and minibuses.

55.24 Incumbent in the grade of Driver/Office Auxiliary would be required to, among others, open and close offices; perform messengerial duties such as run official errands and dispatch; operate a telephone switchboard/PABX and simple office equipment such as photocopying machines, press cuttings and binding; answer telephone calls, attend the reception counter, direct visitors and keep a visitor's book; ensure that the cleaning of the office is properly effected; prepare and serve tea/coffee to visitors attending official meetings at the Council; drive the Council's vehicles; help in loading and unloading of items; carry out simple maintenance tasks on vehicles; and to keep a log book.

General Worker (New Grade)

Recommendation 11

55.25 We recommend the creation of the grade of General Worker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education (CPE) or Primary School Achievement Certificate (PSAC).

55.26 Incumbent would be required, *inter alia*, 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.

55. MAURITIUS RECREATION COUNCIL SALARY SCHEDULE

MRC 1	:	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615
		General Worker (New Grade)
MRC 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 (New Grade)

55. MAURITIUS RECREATION COUNCIL (Contd)

- MRC 3 : 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 - 41080**
Handy Worker (Multi-Skilled) (Roster) (New Grade)
- MRC 4 : 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**
Clerk/Word Processing Operator (New Grade)
Recreation Assistant (New Grade)
- MRC 5 : 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 (New Grade)
- MRC 6 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Accounts Officer (New Grade)
Procurement and Supply Officer (New Grade)
- MRC 7 : Rs 28545 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 x 1100 - 54500 x 1450 - 57400**
Recreation Officer (New Grade)
- MRC 8 : 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 (New Grade)
- MRC 9 : Rs 82250 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**
Managing Secretary (New Grade)

