

101. SUGAR INDUSTRY LABOUR WELFARE FUND

- 101.1 Established under the Sugar Industry Labour Welfare Fund Act No. 47 of 1974, the Sugar Industry Labour Welfare Fund (SILWF) is responsible for the development of welfare programs to enhance the wellbeing and conditions of living of workers of the sugar industry and their family for a proper integration in the new emerging socio-economic environment as well as to mobilise and develop local leadership to ensure an effective and meaningful participation of the community in the harmonious development of the Mauritian society at both regional and national level.
- 101.2 The Fund promotes welfare and development of the Community through 140 Community Centres and 57 Social Welfare Centres which are scattered around the island. The main objective of the Fund is focussed on the advancement and promotion of the welfare of workers and their children. Its organisational structure is function-based comprising five Units namely Housing; Community Development; Human Resource; Internal Control; and Finance. The General Manager who is at the apex of the Fund, is responsible for its day-to-day activities. He is assisted by a Deputy General Manager whereas staff belonging to the professional, technical, General Services and employees of the Workmen's Group provide the support functions.
- 101.3 In the last Report, recommendation was made for the waiving of the ceiling on the refund of car mileage for officers of the Community Development Officer Cadre. This recommendation has been highly appreciated by staff side. For this review exercise, their requests were mainly on improving the Conditions of Service namely grant of duty free facilities, Risk Allowance, Uniform Allowance, amendment of scheme of service as well as provision for training. As regards Management, the proposals focused on upgrading of qualifications and restructuring of the Finance Section. During consultations, parties were apprised of requests which should be addressed administratively and channelled to other authorities. Few implementation issues advanced by the Unions were taken up with Management for possible redress.
- 101.4 We have examined the existing structure and found that the structure of the Finance Section needs to be reviewed.

Finance Section

Restyling of Grades

- 101.5 The Finance Section is equipped with the grades of Finance Administrator and Assistant Finance Administrator wherein both posts are filled from professionals. However, the Section is presently manned by the Finance Administrator who is supported by officers belonging to the General Services whereas the post of Assistant Finance Administrator is unfilled.
- 101.6 According to Management, over the years, the SILWF has experienced a major shift in its budgetary and accounting system subsequent to its enlistment in the

schedules of various Acts, *inter alia*, Financial Reporting Council Act, Statutory Bodies (Audit and Accounts) Act, Finance (Miscellaneous Provisions) Act and Public Procurement Act. Consequently, the Fund is bound to operate within these Laws and Framework as well as Regulations issued by the regulating bodies. Hence, Management has pressed to review the qualifications requirement and restyle the existing grades as well as create an additional level to provide support in the development and maintenance of financial and accounting systems. For the sake of consistency and harmonisation across the Parastatal Bodies, keeping in view the existing structure of the Fund, we are reviewing the job appellation of the grades of Finance Administrator and Assistant Finance Administrator in consonance with the duties while providing a new grade of Accounts Clerk. We are recommending accordingly.

Recommendation 1

101.7 We recommend that the grade of Finance Administrator and Assistant Finance Administrator be restyled Manager, Finance and Assistant Manager, Finance respectively.

Accounts Clerk (New Grade)

Recommendation 2

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

101.9 Incumbent would be required to, *inter alia*: ensure that all financial transactions of the Fund are properly accounted for in accordance with basic principles of financial management; 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; be in charge of the Register of Assets; 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.

Movement Beyond Top Salary

101.10 Officers in the grades of Senior Internal Audit Officer *formerly Senior Internal Control Officer* and Human Resource Officer/Senior Human Resource Officer should be allowed to move incrementally beyond top salary subject to meeting certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

Abolition of Grades

101.11 As the grades of Executive Assistant (Ex-DWC) (Personal) and Senior Executive Officer (Personal) are vacant and no future recruitment would be made thereto, **they are being abolished.**

101. SUGAR INDUSTRY LABOUR WELFARE FUND**SALARY SCHEDULE**

- SWF 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
- SWF 2 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**
Warden/Community Activities Assistant
- SWF 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**
Stores Attendant
- SWF 4 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**
Surveillant
- SWF 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**
Caretaker/Gardener
- SWF 6 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**
Community Support Assistant
Craft Instructor
Office Auxiliary/Senior Office Auxiliary
formerly Office Attendant
- SWF 7 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**
Driver
- SWF 8 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**
Head Office Auxiliary
formerly Senior/Head Office Attendant
- SWF 9 : 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
- SWF 10 : 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 - 42050**
Dressmaking and Related Craft Teacher

101. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 11 : 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**
Community Support Officer
Word Processing Operator
- SWF 12 : 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
- SWF 13 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Senior Dressmaking and Related Craft Teacher
- SWF 14 : 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
- SWF 15 : 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**
Accounts Clerk (New Grade)
- SWF 16 : Rs 30265 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 - 53400**
Inspector
- SWF 17 : 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
- SWF 18 : Rs 29915 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 - 50100 QB 51200 x 1100 - 54500 x 1450 - 55950**
Community Development Officer
- SWF 19 : 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
- SWF 20 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Supervisor, Dressmaking and Related Crafts

101. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 21 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Public Relations/Welfare Officer
- SWF 22 : 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
- SWF 23 : 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
- SWF 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Senior Internal Audit Officer
formerly Senior Internal Control Officer
- SWF 25 : 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
- SWF 26 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
Senior Inspector
- SWF 27 : 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
- SWF 28 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**
Office Superintendent
- SWF 29 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**
Senior Community Development Officer
- SWF 30 : 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 Manager, Finance
formerly Assistant Finance Administrator

101. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

SWF 31 : 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 - 77750

Secretary

SWF 32 : 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

Human Resource Management Officer

SWF 33 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Principal Community Development Officer

SWF 34 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Deputy Commissioner, Community Development
Manager, Finance
formerly Finance Administrator

SWF 35 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Commissioner, Community Development

SWF 36 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy General Manager

SWF 37 : Rs 150000

General Manager

SOCIAL WELFARE CENTRES**SALARY SCHEDULE**

SWF (SWC) 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

SWF (SWC) 2 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Warden/Community Activities Assistant

SOCIAL WELFARE CENTRES (Contd)

SWF (SWC) 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

SWF (SWC) 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Caretaker/Gardener

SWF (SWC) 5 : 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

Library Assistant

