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PARASTATAL BODIES

INTRODUCTION

1. Parastatal Bodies (PSBs), as part of the main components of the Public Sector, are legal entities that enable the state to discharge various obligations in the economic and social landscape. They are established under Acts of Parliament to serve as instruments of national policies, hence playing a pivotal role in the nation's development. Some of the areas of activities covered by PSBs are, among others, industry, agriculture, commerce, tourism, health, transport, culture and education.

2. Each PSB operates under the *aegis* of a Ministry. A representative of the Ministry normally forms part of the Board or Council and has the task to ensure that government policies are effectively disseminated among the relevant bodies through appropriate decision and action taken. The PSBs are governed by a Board of Directors or Council and the day-to-day management as well as implementation of the Board's or Council's decisions is vested upon a Secretary or Director or General Manager.

3. As a result of government decision for certain existing state owned organisations as well as newly set up PSBs to be reported upon by the Bureau, the number of PSBs falling under the purview of the Bureau has considerably increased. For this review exercise the Bureau has covered some 126 PSBs.

4. In the context of this review exercise, the Bureau has invited submissions from stakeholders. Upon obtention of the submissions/representations from Unions, Management and individuals, the Bureau held consultative meetings with them. During these meetings, the parties concerned were informed on the socio-economic context in which this overall review was being conducted and in many cases information/clarification was given to them. The Bureau also carried out site visits in certain PSBs where such requests were made by the staff side. The request of a few officers to depose on an individual basis was also entertained.

5. As per established practice the Bureau kick started meetings with the staff side of PSBs and thereafter met with the official side. However, the programme of work of the Bureau was disrupted due to the successive requests for postponement, often at short delay. On quite a few occasions, the parties did not turn up nor did they inform the Bureau about same.

6. During the consultative meetings with stakeholders the Bureau observed that some of the common problems reported in certain organisation were lack of funding available, unfilled vacancies and increased workload of employees in post, outdated scheme of service of certain grades, guideline for prescription of scheme of service not adhered to while prescribing same and lack of career path for serving employees.

7. The Bureau has, based on studies carried out, revisited certain cadres which no longer served their purpose, and made evanescent those grades where their functions were gradually being phased out. In other cases, based on functional need, additional positions/levels were created. However, the Bureau has further pursued with the delayering of structures through the merging of grades where the conditions were met to do so.

8. Whilst the general recommendations on Conditions of Service made in Volume 1 of this Report are equally applicable to PSBs, provision has been made for a few specific ones in certain organisations to enhance service delivery. As regards salary, to the extent possible some alignment has been brought with what obtains in the Civil Service for comparable grades. Furthermore, qualification requirements have been harmonised in certain case. In a few instances, based on market reality and sectorial evolution, personal and future holder salaries have been provided for certain grades thus ensuring that officers in post are not worsened off. Relevant recommendations as well as revised salary schedules, have been provided under the respective chapter of the PSBs.

9. For this Report, the Bureau has been called to report upon some 29 organisations that were not under its remit and had either been recently created or had been in operation for quite some time but were governed by different set of conditions than those prevailing for public sector organisations in general. The review exercise for most of these organisations, more particularly those operating outside the framework of the Bureau were demanding and time consuming. The salary and conditions of service including hours of work for some of the organisations had to be harmonised with those prevailing for public sector organisations under the purview of the Bureau. For those organisations where the last salary review exercise dated prior to the 2021 PRB Report resulting in employees drawing salary and additional remuneration only, the Bureau has provided for the updated salary of grades.

10. Additionally, for a few organisations, requests were received from certain quarters for their pay and grading structures not to be governed by the PRB while in some cases, the Bureau has not been in a position to make recommendations for these new organisations for want of information or their proposals have not been retained for technical reasons. Based on these impediments including the views of the parent Ministry concerned, the Bureau has not reported upon the following PSBs in this Review Exercise; National Anti-Doping Organisation; Ramayana Centre; Rose Belle Sugar Estate; National Council for Sports in Schools and Universities; Mauritius Food Standards Agency; and Media Trust.

OBSERVATIONS AND GENERAL PROVISIONS

11. This Chapter provides certain observations on some pertinent issues as well as a few general recommendations which are applicable in the Parastatal Bodies. Common main requests made by our stakeholders have equally been highlighted.

Results-Oriented Performance Management System and Performance-Related Incentive Scheme

12. Following its introduction in the Public Service in 2006, the Performance Management System (PMS) has been rolled out in the Public Sector, instilling to some extent a performance culture. However, the Performance-Related Incentive Scheme (PRIS) could not be implemented due to the absence of sufficient safeguards. Further to Government's renewed focus on improving productivity and performance in the Public Service, the Performance-Based Budgeting (PBB) has been re-introduced, as a strategic tool to assist in resource management and public sector accountability. Same would be extended in the Parastatal Bodies, Local Authorities and Rodrigues Regional Assembly and in this context, relevant legislations have been amended.

13. However, to improve the effectiveness and accountability in the management, operations and implementation of policies, there is need to shift the focus from the traditional approach, that is, from activities/outputs to one based on results, which strengthens the linkages between funding and results. In this perspective, the Bureau has provided in **Chapter Results-Oriented Performance Management System and Performance-Related Incentive Scheme in Volume 1 of this Report**, for, among others, the development of an Integrated Performance Management Framework for the implementation of a Results-Oriented Performance Management System (ROPMS) in the Public Sector, through an integrated approach by synergising the PBB and PMS. We consider that along with the ROPMS, a PRIS should be established and implemented as a means to recognise and appreciate the achievements of high performers.

Training and Development

14. Training and development rank high on the Government's agenda, with its commitment to transform public sector organisations so that they are future-ready, performance-driven and citizen-focused. During consultations, the Bureau has been apprised that in many quarters, difficulties are being encountered in providing training opportunities to employees. The main challenges faced comprise a limited available budget; shortage of resource persons to act as trainers in the Public Sector; reluctance from Management to release their officers due to exigencies of service; measuring the effectiveness and value of training; and tracking the impact of training. Federations have also pointed out that employees of the Workmen's Group were not being provided with the relevant training or the training provided were inadequate, not attuned to the work performed and, in some instances, quasi-inexistant.

15. Since training is fundamental in enhancing employee's productivity and improving their performance, the Bureau is anew urging Management to provide appropriate and adequate training to employees, including those of the Workmen's Group. We have also provided for the Ministry of Public Service and Administrative Reforms (MPSAR), in collaboration with the Atal Bihari Vajpayee Institute of Public Service and Innovation, to dispense resilience training, among others, to public sector employees. **Recommendations related thereto have been made in Chapter Training and Development in Volume 1 of this Report.**

Schemes of Service

16. The Bureau has observed that in many cases, schemes of service of a few grades in certain PSBs have been significantly amended without seeking the prior advice of the Bureau on any bearing on salary. This practice is inappropriate, the moreso changes brought thereto are not according to set policies. As per established procedures, proposed schemes of service should be submitted to the parent Ministry in a first instance for examination, then to the MPSAR to ensure consistency and uniformity, and to avoid any malpractice. **We, therefore, consider that besides the parent Ministry, the MPSAR, as custodian of schemes of service, should also examine those of grades in PSBs, prior to seeking the Bureau's advice on any bearing on salary.**

17. Pursuant to the above, we are making appropriate recommendations.

Recommendation 1

18. We recommend that while framing/reviewing schemes of service, the parent Ministry of the PSB concerned should submit the proposed schemes of service of grades on the latter's establishment to the MPSAR for examination.

19. We also recommend that further to recommendations made in Volume 1 of this Report under Chapter Review of Schemes of Service and Qualifications, the review and prescription of schemes of service in PSBs should be carried out and finalised within a period of three months.

20. We additionally recommend that where the scheme of service of identical/comparable grades in PSBs are aligned on those of the Civil Service, the Management of the PSB and its parent Ministry as well as the MPSAR should ensure that the specific duties devolving on grades concerned are reflected in the scheme of service.

Upgrading of Qualifications Requirement

21. Both Unions and Management from several quarters across the Public Sector have proposed for an upgrading of the qualifications requirement of grades at different levels owing to: an evolution in duties performed by officers; changes in work processes; and higher qualifications possessed by officers, among others.

22. In principle, qualifications are set based on the nature and level of duties/responsibilities, rather than on those possessed by incumbents. Furthermore, as qualification is only one of the compensable factors in job evaluation, an upgrading in same may not necessarily fetch a higher salary, particularly if the level and nature of duties have remained unchanged. **In such circumstance, prior to considering reviewing upward the qualifications requirement, we hold that it would be more appropriate for Management to properly assess the need for any amendment to same. To this end, general recommendations and relevant observations have been made in the Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

Human Resource Planning

23. Various representations were made by Unions for the recruitment of additional staff and filling of vacant positions. It has been reported that in some cases, an acute shortage of staff in certain grades is adversely impacting on the efficiency, timeliness and overall quality of service delivery. In response to these concerns, we have provided **in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, for public sector organisations to undertake a Human Resource Planning exercise, with a view to addressing their HR requirements, among others, and ensuring that all vacant positions are filled within a reasonable timeframe.**

Digitalisation and Artificial Intelligence Readiness

24. Further to Government laying much emphasis on the use of digital technologies and Artificial Intelligence (AI) in the Public Sector, Federations have expressed concern on the impact thereof on jobs, in general. Since we are still in an early phase in the application of AI, a proper assessment may not be possible at this stage. Nonetheless, AI should be considered as a tool to help Government to achieve its objectives, and that a sustainable approach to its adoption in the Public Sector should be favoured, based on three key pillars, namely: People, Processes and Technology.

25. Provisions have been made in **the Chapter Digitalisation and Artificial Intelligence Readiness in Volume 1 of this Report,** regarding the fostering of AI initiatives in the Public Sector and the need for capacity building so as to, *inter alia,* equip the technical staff of the Ministry of Information Technology, Communication and Innovation (MITCI) with the necessary skills and knowledge needed to work effectively with AI-related technologies. We have also provided for the proper training of public sector employees to ensure a smooth transition towards AI.

Creation of Grades

26. There have been instances in-between salary review exercises where certain Organisations have created grades at their level without following the appropriate procedure and also appointed officers therein. Subsequently, in the context of a general review, the Bureau is requested to include these grades in the Report.

The Bureau considers such practice inappropriate and hold that Organisations should refrain from same as this may give rise to lateral imbalances in the structures/classes or even across the Public Sector. It may also lead to industrial disputes.

Performance Criteria

27. As per existing provisions, eligible officers in various grades are allowed to benefit from incremental movement beyond their top salary, subject to satisfying certain conditions. We have revisited same as hereunder:

(i) they should have drawn the top salary for at least 12 months;

(ii) where officers are eligible to move by more than one increment beyond their top salary, they should have drawn the first increment for at least 12 months;

(iii) they should have been efficient and effective in their performance during the preceding year; and

(iv) they should not be under report.

The above conditions are termed as **"Performance Criteria".**

Mental Wellbeing

28. Both the Federations and MPSAR highlighted that mental wellbeing is essential for improved performance and productivity. The Bureau also recognises same as a strategic catalyst for enhancing workforce productivity, as it focuses on prevention, resilience and support. Despite the growing global and local awareness on the issue, persistent workplace stressors and stigma continue to erode employee engagement and output. Concerns over the sedentary lifestyle of public officers have also been underscored, with caution on ***"sitting as the new smoking."*** To address these challenges, the Bureau has made a few provisions in the **Chapter Risk, Insurance and Compensation in Volume 1 of this Report,** to embed both mental and physical wellbeing into organisational frameworks, through targeted interventions that foster resilience, reduce absenteeism, optimise performance and improve productivity.

Special Professional Retention Allowance

29. The Special Professional Retention Allowance (SPRA), introduced in the 2008 PRB Report to address skills shortages in the fields of Engineering, Architecture, and Quantity Surveying, was maintained in subsequent PRB Reports.

30. However, based on the findings of surveys carried out in the context of the 2016 PRB Report, the payment of SPRA was maintained up to 31 December 2016. Consequently, it was recommended that officers who have availed of this allowance and who leave or retire from the service should no longer be required to refund same. **We are reiterating this provision.**

Recommendation 2

31. We recommend that officers who benefitted from the Special Professional Retention Allowance (SPRA) up to 31 December 2016 and are now leaving or retiring from the service, should no longer be required to refund the amount received under this scheme.

Special Professional Premium

32. Appropriate recommendations have been made for the payment of a monthly Special Professional Premium to:

(i) registered professionals in the fields of Engineering, Architecture and Quantity Surveying, as provided under the Ministry of National Infrastructure in Volume 2 Part I of this Report; and

(ii) registered professionals in the field of Town Planning, as provided under the Ministry of Housing and Lands in Volume 2 Part I of this Report.

33. These provisions should equally apply to registered professionals serving in the above mentioned fields in the Parastatal Bodies.

Safety and Health

34. For the last review, the Bureau provided for a mechanism to organisations with a staff complement of less than 100 employees to benefit from the services of a Safety and Health Officer/Senior Safety and Health Officer posted at the MPSAR instead of employing an officer on a full-time or part-time basis. We are maintaining the provision.

Recommendation 3

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

General Services

Structure of General Services

36. The hierarchical structure of General Services grades differs across Parastatal Bodies with some organisations operating two parallel structures. To ensure consistency among PSBs, we are in this Report revisiting the mode of appointment and the qualifications requirements for the different grades of the General Services, whilst abolishing/restyling certain grades. We are also providing for appropriate transitions. In so doing, we have tried to ensure that our recommendations, wherever applicable, do not jeopardise the promotional prospect of serving employees. Employees have, to the extent possible, not been debarred from acceding to higher levels thus safeguarding their interests. We have also provided for new promotional avenue for incumbents in certain grades.

Clerical Officer

Recommendation 4

37. We recommend that appointment to the grade of Clerical Officer be by selection from among candidates who:

(a) possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or an equivalent qualification;

(b) possess the Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification; and

(c) are computer literate.

Management Support Officer

Office Management Assistant

Office Superintendent

Recommendation 5

38. 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 *formerly Clerical Officer/Higher Clerical Officer* and Clerk/Word Processing Operator reckoning at least four years' service in a substantive capacity in their respective grade. In the absence of qualified officers on the establishment of the organisation, appointment to the grade of Management Support Officer be made by selection from among officers in the grades of Clerical Officer, Clerical Officer *formerly Clerical Officer/Higher Clerical Officer* and Clerk/Word Processing Operator in the public sector and who reckon at least four years' service in a substantive capacity in their grade.

39. Incumbents in the grade 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.

Recommendation 6

40. We also recommend that 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.

41. Incumbent would be required, inter alia, to carryout, under supervision and in accordance generally with administrative regulations or an established code of administrative practice, duties requiring a good understanding of policies and the

conduct of business of the organisation as well as serving the policy making process in particular for interpreting policy directives and their implementation with a measure of final responsibility; 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.

Recommendation 7

42. We additionally recommend that appointment to the grade Office Superintendent should be made by selection from among officers in the grade of Office Management Assistant on the permanent and pensionable establishment of the organisation who reckon at least 10 years' service in a substantive capacity in the grade or an aggregate of at least 12 years' service in the Executive Cadre and who:

(a) have sound judgement and initiative as well as interpersonal and communication skills;

(b) are prompt in problem solving, highly committed, proactive and resourceful; and

(c) possess leadership qualities.

43. Incumbent in the grade of Office Superintendent would be required, among others, to carry out the executive function in support of the policy formulation and policy implementation process; approve, wherever necessary, decisions made by subordinates in the context of established policy and make appeal through the policy making process for determining questions outside the scope of established policy; delegate responsibility and authority, and organise the work and train and manage the personnel with the aim of achieving the efficient performance of related sets of functions; organise official functions; provide proper office furniture and equipment; ensure effective use of office equipment and make arrangements for their proper repairs and maintenance; monitor use of vehicles; and organise transport for official purposes.

44. We further recommend:

(a) that over and above the duties mentioned at paragraphs 39, 41 and 43 and depending upon the specificity of the organisation, Management may include other specific duties in the schemes of service of the grades of Management Support Officer, Office Management Assistant and Office Superintendent, provided they commensurate with the level of operation of the respective corresponding grade.

(b) organisations may, on a need basis and depending on operational requirements, create the grade of Office Management Assistant and

Office Superintendent on their establishment by proceeding through the normal procedure adopted for creation of a level.

Training for Officers in the General Services

45. Officers of the general services are provided with relevant and work related courses to keep them abreast of new development in their fields and develop their skills and competencies for enhanced service delivery. In view of its relevance, the Bureau is making appropriate provisions.

Course for Clerical Officer

Recommendation 8

46. We recommend that the MPSAR, 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 9

47. We recommend that:

(i) the MPSAR 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; and

(ii) officers in the grade of Office Management Assistant, who have successfully completed the Advanced Course in Effective Office Management and Supervision should be granted one increment at salary point reached, subject to the top salary of the grade.

Confidential Secretaries

Qualifications Requirement for the grade of Confidential Secretary

48. Management of some PSBs have highlighted that they are still encountering difficulties in recruiting officers in the grade of Confidential Secretary. To alleviate this problem, we are bringing further amendments to the mode of appointment of the grade and recommending accordingly.

Recommendation 10

49. We recommend that appointment to the grade of Confidential Secretary should be made by selection from among serving 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.

Advanced Secretarial Course

Recommendation 11

50. We recommend that:

(i) the MPSAR in consultation with the Parastatal Organisations through their parent Ministries should make arrangement for Confidential Secretaries of PSBs to follow the Advanced Secretarial Course; and

(ii) on successful completion of the Advanced Secretarial Course, Confidential Secretaries, should continue to be granted one increment, at point reached, subject to the top salary of the grade.

Human Resource Officer/Senior Human Resource Officer

51. With a view of rationalising the qualifications requirement of the grade of Human Resource Officer/Senior Human Resource Officer, appropriate recommendation was made in the last Report. We are, in this report, reiterating the mode of appointment of the grade.

Recommendation 12

52. 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.

53. 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.

54. Officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification are allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675. The present arrangement is being maintained with the revised salary point.

Recommendation 13

55. We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer, who possess a Diploma in Human

Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600, provided they satisfy the criteria set at paragraph 27 of this Chapter.

Procurement and Supply Cadre

56. The mode of appointment for grades pertaining to the Procurement and Supply Cadre in Parastatal Bodies were harmonised in the 2021 PRB Report. We are reiterating these provisions for the sake of consistency across PSBs and reviewing the length of service required for eligibility to the post of Senior Procurement and Supply Officer.

Recommendation 14

57. We recommend that appointment to the grade of Assistant Procurement and Supply Officer should continue to be made by selection from among officers in the grades of Clerical Officer, Clerical Officer *formerly Clerical Officer/Higher Clerical Officer* and Clerk/Word Processing Operator on the establishment of the organisation, 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 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 in their respective grade.

58. Incumbent would be required, among others, to: perform procurement, supply and stock control operations as well as 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.

59. We also recommend that:

(i) the grade of Procurement and Supply Officer should continue to be filled by promotion, on the basis of experience and merit, 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 possessing a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management. In the absence of qualified serving officers in the organisation, appointment to the grade should be made from among candidates possessing a Cambridge Higher School Certificate together with a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply

Management and reckoning at least four years' experience in Procurement and Supply; and

(ii) the grade of Senior Procurement and Supply Officer should, henceforth, be filled by promotion, on the basis of experience and merit, of officers in the grade of Procurement and Supply Officer possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management and reckoning at least four years' service in a substantive capacity in the grade.

60. We reiterate that 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.

Senior Procurement and Supply Officer (Future Holder)

Procurement and Supply Officer/Senior Procurement and Supply Officer

Recommendation 15

61. We recommend that officers in the grades of Senior Procurement and Supply Officer (Future Holder) and Procurement and Supply Officer/Senior Procurement and Supply Officer possessing a Diploma in Purchasing and Supply Management or Procurement and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600 provided they satisfy the performance criteria as set out at paragraph 27 of this Chapter.

Qualification requirements for the grades performing finance, accounting and audit duties

62. There is a panoply of grades at different level responsible for the performance of finance, accounting and audit duties in PSBs. However, the Bureau has observed that the mode of appointment to these grades varies considerably across organisations. To this effect, we are rationalising the qualifications requirement of these grades, which should also apply to the new levels being provided in the Report. We are also restyling the grades of the Internal Control Cadre to a more appropriate appellation and making certain specific provisions for these grades.

Accounts Clerk

Recommendation 16

63. We recommend that appointment to the grade of Accounts Clerk should 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 and reckoning at least four years' experience in finance/accounting/audit duties.

Accounts Officer

Recommendation 17

64. We recommend that:

(i) appointment to the grade of Accounts Officer should 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 or an equivalent qualification and reckoning at least four years' experience in finance/accounting/audit duties.

Assistant Financial Operations Officer

Recommendation 18

65. We recommend that appointment to the grade of Assistant Financial Operations Officer should 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 and Financial Operations Officer/Senior Financial Operations Officer

Recommendation 19

66. We recommend that:

(i) the grades of Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer should be filled from among Assistant Financial Operations 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 does not exist or the profile of officers on establishment does not match the requirement set, appointment to the grade of Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer should be made by selection from among candidates possessing a Diploma in Public Sector Financial Management or Accountancy or Finance or an equivalent qualification and reckoning at least four years' experience in finance/accounting duties.

Senior Financial Operations Officer

Recommendation 20

67. We recommend that the length of service required for the grade of Senior Financial Operations Officer should be four years.

68. We further recommend that officers in the grade of Financial Operations Officer/Senior Financial Operations Officer and Senior Financial Operations Officer (Future Holder) possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to the salary point of Rs 60600 provided they meet the performance criteria laid down at paragraph 27 of this Chapter.

Accountant and Internal Auditor

Recommendation 21

69. We recommend that 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; and

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

Internal Audit Cadre
formerly Internal Control Cadre

70. In line with provisions made for the Civil Service, we are restyling the grades of the Internal Control Cadre to more appropriate appellations.

Recommendation 22

71. We recommend that the Internal Control Cadre, wherever they exist, should be restyled as hereunder:

Grade	Restyled to
Senior Internal Control Officer	**Senior Internal Audit Officer**
Internal Control Officer/Senior Internal Control Officer	**Internal Audit Officer/Senior Internal Audit Officer**
Internal Control Officer	**Internal Audit Officer**

Internal Audit Officer/Senior Internal Audit Officer
formerly Internal Control Officer/Senior Internal Control Officer

Internal Audit Officer
formerly Internal Control Officer

Recommendation 23

72. We recommend that appointment to the grade of Internal Audit Officer *formerly Internal Control officer* and Internal Audit Officer/Senior Internal Audit Officer *formerly Internal Control officer/Senior Internal Control Officer* should be made by selection from among candidates who have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus) or possess equivalent qualifications and reckoning at least four years' experience in finance/accounting/audit duties.

Senior Internal Audit Officer (Future Holder)
formerly Senior Internal Control Officer

Recommendation 24

73. We recommend that appointment to the grade of Senior Internal Audit Officer (Future Holder) *formerly Senior Internal Control officer* should be made by promotion, on the basis of experience and merit, of officers in the grade of Internal Audit Officer *formerly Internal Control Officer* reckoning at least four years' service in a substantive capacity.

74. We further recommend that officers in the grade of Internal Audit Officer/Senior Internal Audit Officer *formerly Internal Control officer/Senior Internal Control Officer* and Senior Internal Audit Officer (Future Holder) *formerly 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 60600 provided they meet the performance criteria laid down at paragraph 27 of this Chapter.

Accounting Technician/Senior Accounting Technician

Accounting Technician

Recommendation 25

75. We recommend that appointment to the grade of Accounting Technician and Accounting Technician/Senior Accounting Technician 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 and reckoning at least four years' post qualification experience in accounting/finance/audit duties.

76. We further recommend that incumbents should be allowed to proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.

Senior Accounting Technician

Recommendation 26

77. We recommend that appointment to the grade of Senior Accounting Technician should be made by promotion, on the basis of experience and merit, of officers in the grade of Accounting Technician reckoning at least four years' service in a substantive capacity.

78. We also reiterate 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.

79. We further 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.

IT Grades

80. In Parastatal Bodies (PSBs), the responsibility for IT functions devolves upon officers at various grades or levels, depending on the extent to which IT systems have been adopted. In some organisations, officers at the professional level are in charge, while in others, a professional cadre comprising two or three levels exists. Upon examining the IT structures across PSBs, the Bureau has found that the grade appellations and the number of years of post-qualification experience required at entry level vary. In addition, when reviewing the duties and

responsibilities assigned to each grade, it was observed that there was significant overlap among them.

81. For this review exercise, certain organisations have requested the Bureau to abolish specific entry-level grades and to introduce new grades with different appellations. However, the qualification requirements and duties and responsibilities have remained largely the same, with only minor adjustments. Similarly, the Bureau has identified certain inconsistencies at other levels or grades. To enhance operational effectiveness, eliminate duplication of functions, and establish a clear and coherent hierarchy that promotes performance, the Bureau is rationalising IT grades and cadres across PSBs, as outlined in the ensuing paragraphs. Wherever the salary of the grade of IT Manager was out of line of the pay policy of the Bureau, it has been made personal. In the event, the need for the grade is still felt, the necessary procedures should be followed for the creation of the appropriate level.

IT Analyst

Recommendation 27

82. We recommend that appointment to the grade of IT Analyst should be made by selection from among candidates possessing a Degree in Computer Science or Information Technology or Information Science or IT related field or an equivalent qualification and reckoning at least two years' post-qualification experience in the field of IT.

83. Incumbent would be required, *inter alia*, to perform database, network and systems administration; design, develop, maintain, implement and deploy IT systems and train end-users thereon; liaise with external service providers; take preventive measures to ensure adequate capacity and availability of storage and computing systems; monitor performance to ensure optimum efficiency; provide and maintain up-to-date documentation of implemented systems with regard to operational manuals; ensure compliance with ICT standards, guidelines and methodologies; update and maintain website; assist in procurement of IT equipment; create and manage user accounts; set permissions and control access rights; implement security settings; conduct security tests to protect the organisation's systems; and perform any IT related duties.

Senior IT Analyst

Recommendation 28

84. We recommend that appointment to the grade of Senior IT Analyst should be by selection from among officers in the grade of IT Analyst reckoning at least two years' service in a substantive capacity in the grade and from candidates possessing a Degree in Computer Science or Information Technology or Information Science or IT related field or an equivalent qualification and reckoning at least four years' post-qualification experience in the field of IT.

Office Auxiliary Cadre
formerly Office Attendant Cadre
Office Care Attendant Cadre

85. The main demand from Unions pertained to restyling the grades of the Office Attendant Cadre coupled with alignment of salary with what obtains in the Civil Service. In examining the requests, the Bureau has observed that the duties being performed by employees in the Office Attendant Cadre/Office Care Attendant Cadre in the Parastatal Bodies are similar to those performed by employees of the Office Auxiliary Cadre in the Civil Service and Local Authorities. For the sake of uniformity, we are, therefore, harmonising/revisiting the structure of the Office Attendant Cadre/Office Care Attendant Cadre and the qualifications requirement.

Recommendation 29

86. We recommend that:

(i) the grades of Office Attendant or Office Care Attendant be restyled Office Auxiliary/Senior Office Auxiliary;

(ii) appointment to the grade of Office Auxiliary/Senior Office Auxiliary *formerly Office Attendant or Office Care Attendant* should, in future, be made by selection from among serving employees possessing a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level". In the absence of qualified serving employees, by selection from among candidates possessing a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level";

(iii) the grade of Senior Office Attendant be made evanescent, wherever applicable and a personal salary has been provided for incumbents in post;

(iv) the grade of Senior/Head Office Attendant, wherever applicable, be restyled Head Office Auxiliary; and

(v) a grade of Head Office Auxiliary be created in organisations where the existing grade of Senior Office Attendant has been made evanescent.

87. We also recommend that appointment to the grade of Head Office Auxiliary should be made by promotion, on the basis of experience and merit, of employees in the grade of Office Auxiliary/Senior Office Auxiliary *formerly Office Attendant or Office Care Attendant* reckoning at least five years' service in a substantive capacity in the Cadre.

88. We, however, recommend that in organisations where the grade of Senior Office Attendant has been made evanescent, appointment to the grade of Head Office Auxiliary should continue to be made from Senior Office Attendant (Personal). Upon complete phasing out of the latter grade, the

mode of appointment of Head Office Auxiliary should, thereafter, be in line with recommendation made at above paragraph.

89. Incumbent in the grade of Head Office Auxiliary would, among others, be required to: plan, organise, supervise and control the work of Office Auxiliary/Senior Office Auxiliaries and employees working under his responsibility; provide training and guidance to subordinate staff; report to his immediate supervisor any problem or difficulty noted and advise on remedial action, where appropriate; ensure that the physical environment of office premises is maintained at a good standard; guide visitors and attend to calls, as and when required; and perform the duties of Office Auxiliary/Senior Office Auxiliary as and when required.

90. Incumbent in the grade of Office Auxiliary/Senior Office Auxiliary would, *inter alia*, be required to: assist the Head Office Auxiliary and where no Head Office Auxiliary is posted, he would plan, organise, supervise and control the work of employees under his responsibility; collect and deposit keys; open and close offices; run official errands including despatch of correspondence, forms and materials, distribution of files, documents and faxes; perform simple binding duties; guide visitors to schedule officers and maintain a record of visits; clean office premises; and operate a telephone switchboard/PABX console.

Chemical Sprayer Operator
formerly Insecticide Sprayer Operator
Herbicide Sprayerman

91. In line with what obtains in the Civil Service, we are restyling the grades of Insecticide Sprayer Operator and Herbicide Sprayerman and providing an allowance to incumbents for being regularly exposed to noxious chemicals in the performance of their duties.

Recommendation 30

92. We recommend that:

(i) the grades of Insecticide Sprayer Operator and Herbicide Sprayerman be restyled Chemical Sprayer Operator; and

(ii) employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator and Herbicide Sprayerman* be paid a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale for being regularly exposed to and for handling noxious chemicals.

93. We also recommend that Management should make necessary arrangements with Health Authorities for Chemical Sprayer Operator *formerly Insecticide Sprayer Operator and Herbicide Sprayerman* as well as their immediate supervisors to undergo a health surveillance.

Miscellaneous

94. The underlying existing provisions under Chapter 'Workmen's Group-General' of Volume 2 Part I of this Report are also applicable to counterparts in the Parastatal and Other Statutory Bodies and Private Secondary Schools.

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Stations	**42.28**	**10**
Making and Serving Tea/Coffee	**42.88**	**33**
Washing of Towels/Tablecloth/ Curtains/ carpets/doormats	**42.90**	**34**
Bulk Photocopy	**42.92**	**35**
Cleaning of Lavatories	**42.94**	**36**
Surveillant	**42.96**	**37**

General Terms and Conditions of Service

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

Specific Representations from Federations

96. Certain Federations requested for the establishment of a Parastatal Body Service Commission, along the same lines as the Public Service Commission and Disciplined Forces Service Commission; the same conditions to apply when an employee moves from an approved service to the Civil Service, as those obtained when a Civil Servant joins a Parastatal Body or Local Authority; and the grant of post-retirement VIP facilities to Senior Civil Servants and Presidents of Federations of staff associations, as obtain in foreign jurisdictions.

97. As these issues go beyond the scope of the Bureau, they were advised to submit them to Government for consideration.

Main proposals of Individuals/Unions/Federations/Management

98. For this Report, the Bureau received a total of around 15400 representations. Listing all of these would have undoubtedly rendered the Report unnecessarily more voluminous. Among these representations, certain are common to all the Individuals/Unions/Federations/Management.

99. Further, the Unions/Federations have requested for a concise Report, written in a simpler language to ease understanding and avoid any misinterpretation of our recommendations, thereby ensuring consistency in their implementation. In this perspective, only the main representations for Individuals/Unions/Federations/

Management have been mentioned. As for the common representations, since the same approach has been used during their examination by the Bureau, we are providing adequate explanations in respect thereof in the ensuing paragraphs.

Risk Allowance

100. With regard to the request for the grant of Risk Allowance, the Bureau has provided an appropriate mechanism, namely the Departmental Safety and Health Committee, to determine the eligibility thereof, as set out in the Chapter Risk, Insurance and Compensation in Volume 1 of this Report.

Filling of Posts/Establishment Size

101. Numerous representations were received regarding the filling of vacant posts and increase in establishment size. To this end, the Bureau has, in the Chapter on Recruitment, Promotion and Retention, highlighted the need for Management/ Departments/Organisations to undertake a mandatory Human Resource Planning exercise with a view to, among others, determining the right number of staff required in each grade for effective delivery of their mandate.

Conditions of Service

102. Proposals regarding general Conditions of Service have been studied in a holistic manner and discussed with Federations of Unions and the MPSAR. Appropriate recommendations have subsequently been made in the relevant Chapters in Volume 1 of this Report.

Creation/Merging of Grades

103. In principle, grades are created on the basis of functional requirements, which in most cases have not been met. Further, we have not provided another level merely for the sake of ensuring a promotional path to officers while the impact would be on the organisation's capacity of service delivery or in terms of cost effectiveness. Merging of grades has been recommended where it was found to be consistent with the needs of the organisation or where there was major overlapping of duties, rendering supervision from the higher level superfluous.

Upgrading of Salary

104. All requests for salary upgrading were examined in the light of the job evaluation exercise conducted, taking into consideration, *inter alia*, all duties and responsibilities devolving on the grade, the evolution since the last Report, change in/additional qualifications required, a re-orientation of the sector as per Government decision. However, in some cases, the Bureau was unable to re-assess the grades in the absence of job-related information resulting from the non-submission of the Job Description Questionnaires, among others.

Restyling of Grades

105. Concerning restyling of grades, requests were favourably considered where the current job titles have become outdated; or do not portray a clear description of the duties performed. In some cases, grades have been retitled owing to legal

requirements or where there was need for harmonisation. In quite a few instances, the demands for restyling were mainly to align on grades which carry a higher salary, implying a request for salary upgrading. The Bureau did not accede to such proposals.

Upgrading of Qualifications Requirement

106. Qualifications requirement is normally amended when there is a change in the essential/core duties and responsibilities of a grade and the existing qualifications are no longer adequate for the effective performance of the job. Where the current qualifications are deemed appropriate for the level of duties performed, they have been maintained. In many cases, the requests were simply made with the intention that the higher qualifications would fetch higher salaries and, therefore, lacked solid basis.

Duty Remission/Payment of Mileage Allowance

107. Many proposals were received for the grant of 70% duty remission and payment of mileage allowance. These proposals have been examined against a set of criteria together with the findings of the survey on Travelling and Car Benefits to determine eligibility. With regard to mileage allowance, appropriate provisions already exist concerning the rate payable per km whereas the authority to approve claims in respect of official travelling rests on Management.

Training

108. Demands, particularly from the staff side, have been made for the provision of training facilities to officers. The Bureau has underscored the importance of training and has made appropriate recommendations thereon.

1. AAPRAVASI GHAT TRUST FUND

1.1 Set up in 2001 by the Aapravasi Ghat Trust Fund (AGTF) Act No. 31 of 2001, the AGTF operates as a parastatal body under the *aegis* of the Ministry of Arts and Culture. Previously known as the Immigration Depot, the AGTF is an important cultural and historical landmark of Mauritius. It is also listed as a World Heritage Site by the UNESCO.

1.2 The main objectives of the AGTF are, *inter alia*, to: establish and promote Aapravasi Ghat as a national, regional and international memorial site; create awareness of the history of indentured labour; and identify and acquire sites, buildings and structures associated with indentured labour.

1.3 A Director is at the apex of the AGTF. He is responsible for the execution of the policy of the Board and for the control as well as the day-to-day management of the Fund. He is supported in his functions by an array of staff in the professional, technical and General Services grades as well as employees in the Workmen's Group.

1.4 For this review, no representation was received from the staff side whereas Management's submissions were geared, among others, towards: changing the mode of appointment of the grade of Confidential Secretary; upgrading the qualifications requirement of the grade of Programme Co-ordinator; and amending the schemes of service of the grades of Management Support Officer and Administrative Secretary. These issues are incumbent upon Management to deal with and they were so informed. Further, Management was apprised of the other requests not acceded to for technical reasons, together with appropriate explanations.

1.5 For this Report, the Bureau is maintaining the present organisational structure as well as replicating recommendations that are still valid.

Human Resource Officer/Senior Human Resource Officer

1.9 Currently 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 as laid down in the Chapter on Observations and General Provisions of this Volume. **This provision should be applicable to incumbent in the grade at the Aapravasi Ghat Trust Fund**.

Programme Co-ordinator

1.10 At present, 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 are allowed to proceed incrementally beyond the Qualification Bar (QB) in the salary scale of the grade. **This provision is being maintained**.

1. AAPRAVASI GHAT TRUST FUND

SALARY SCHEDULE

AGTF 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

AGTF 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Gateman
Site Attendant

AGTF 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

AGTF 4 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

AGTF 5 : 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
formerly Office Attendant/Senior Office Attendant

AGTF 6 : 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
formerly Driver/Office Attendant

AGTF 7 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Site Conservation Worker

AGTF 8 : 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

AGTF 9 : Rs 24245 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

Field Guide
Ticket/Sales Officer

AGTF 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 - 44960

Clerk Assistant

1. AAPRAVASI GHAT TRUST FUND (Contd)

AGTF 11 : 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/Higher Clerical Officer (Personal to incumbents in post as at 31.12.15)
Clerk/Word Processing Operator

AGTF 12 : Rs 26045 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

Heritage Guide/Public Outreach Officer

AGTF 13 : Rs 26345 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 - 46900 x 1050 -47950

Technical Assistant (Maintenance)

AGTF 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

AGTF 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
Assistant Procurement and Supply Officer

AGTF 16 : 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

AGTF 17 : 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

AGTF 18 : 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

Programme Co-ordinator

AGTF 19 : 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

AGTF 20 : 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

1. AAPRAVASI GHAT TRUST FUND (Contd)

AGTF 21 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

AGTF 22 : 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

Administrative Secretary
Marketing Officer
Research Assistant

AGTF 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 - 77750

Documentalist

AGTF 24 : 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 - 86750

Archaeologist
Heritage Interpretation Manager
Historian
Researcher
World Heritage Site Assistant Manager

AGTF 25 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 -91750

Head, Research and Documentation Unit
World Heritage Site Manager

AGTF 26 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Head, Technical Unit

AGTF 27 : Rs 130000

Director

2. ACADEMY OF DESIGN AND INNOVATION

2.1 In 2022, the Academy of Design and Innovation (ADI) took over the functions and powers of the Fashion and Design Institute (FDI) with an enhanced mandate. It offers a wide range of design-focused programmes to students along with other professional and technical training in line with the needs of the industry. Moreover, it fosters creativity and promotes design culture and offers demand-driven services to the industry in all fields of design. The ADI has also been conferred the power to award Certificates, Diplomas, Degrees, Honorary Degrees and other academic or professional qualifications.

2.2 The Director of the ADI, being at the apex of the organisation, is responsible for the overall control and management of the Academy. She is assisted in her role by incumbents in grades belonging to the teaching, professional, technical and other occupational categories.

2.3 For this review exercise, the proposals from both Management and staff side, consisted of creation of grades; review of salary; and provision of enhanced Conditions of Service. In examining these requests, it was observed that a few posts have remained vacant. For an effective service delivery, it is considered that the vacant posts should be filled in the first instance.

2.4 Moreover, we are reinforcing the present structure with the creation of a few key positions to facilitate the ADI to pursue the expansion of its activities and deliver on its mission. We are also restyling the grade of Head, Business/Industry Development, Research and Consultancy to be in line with the provisions of the ADI Act.

Deputy Director (New Grade)

2.5 The Director of the ADI is responsible for all the activities and functions of the Academy. In line with the revamped mandate of the ADI and the expansion of its activities, a case has been made for the creation of a grade to assist the Director in the overall management of the Academy, including overseeing academic affairs; assisting the Director in charting the Academy's courses and preparing and monitoring the implementation of development plans and projects. On the basis of functional justification, we are making appropriate provision.

Recommendation 1

2.6 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 in Fashion or Design or Management and an earned PhD Degree together with at least eight years' experience in a higher education sector, including at least three years' experience at senior management level.

2.7 The Deputy Director would be required, among others, to assist the Director in the effective and efficient planning, organisation, supervision, coordination,

implementation and evaluation of educational policies and objectives; prepare budget for educational programmes and monitor expenditure in line with the budget guidelines; and organise, coordinate and supervise activities in the fields of design, consultancy, career guidance, educational fairs, technical and related fields.

Interior Designer (New Grade)

2.8 The ADI is engaged in consultancy services in interior design projects. Hence, there is need for an Interior Designer on a full-time basis to deliver comprehensive and specialised services to clients and strengthen the capacity of the ADI in this field. To attend to this proposal, necessary provisions related thereto are being made.

Recommendation 2

2.9 We recommend the creation of a grade of Interior Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Interior Design or Architecture or an equivalent qualification and reckoning at least two years' post-qualification experience in Interior Designing.

2.10 The Interior Designer would be required, among others, to undertake design projects from concept to completion; plan and design interior spaces; develop technical documents; prepare and present concept sketches; conduct post-occupancy evaluations to assess user experience; participate in cross-disciplinary research projects, workshops and training sessions; and assist in the curation and set up of exhibitions.

Fashion Designer (New Grade)

2.11 As a multidisciplinary design academy, the ADI also provides consultancy services in the field of fashion design. So far, it has undertaken projects relating to uniform design for various organisations and also designed garments for fashion shows and other academy-related activities. With a view to enable the ADI to further expand its consultancy services in the fashion design field and cater for the diverse client needs as well as enable it to showcase its creative and expertise in this particular industry, a proposal has been made for the provision of a grade of Fashion Designer. On the basis of the arguments brought forward, we are making appropriate recommendation.

Recommendation 3

2.12 We recommend the creation of a grade of Fashion Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Fashion Design or an equivalent qualification and reckoning at least two years' post-qualification experience in Fashion Designing.

2.13 The Fashion Designer would be required, *inter alia*, to: provide fashion design consultancy services to ADI's clients; develop original designs for garments; create sketches, illustrations, technical drawings and 3D models designs; oversee

the sample making process; support ADI's fashion events; conduct quality control checks on finished garments and contribute to the training and development of students and staff members.

Educational Technologist (New Grade)

2.14 Management has submitted that there is need to identify and implement innovative instructional technologies and digital learning tools that align with pedagogical goals as well as enhance the quality of education delivery for online learning management system and student information system. To this effect, it has submitted a proposal for the creation of a grade of Educational Technologist. We are recommending accordingly.

Recommendation 4

2.15 We recommend the creation of a grade of Educational Technologist. Appointment thereto should be made by selection from among candidates possessing a Degree in Instructional Design or Educational Technology or an equivalent qualification and reckoning at least two years' post-qualification experience in either design and developing e-learning materials or use of specialised courseware or delivery of courses on an e-learning platform.

2.16 Incumbents would, among others, be responsible for the testing of computer-based learning environments for usability; help subject matter experts and academics redesign/remodel traditional courses using interactive multimedia resources; create computer-based and online learning environments; research and experiment with emerging technologies; and oversee the work of e-learning developers.

Graphic Designer (New Grade)

2.17 The ADI generally has recourse to the employment of a Graphic Designer on contract to design its digital materials. It has been averred that as a Design Academy, having an in-house Graphic Designer is crucial for the management of its visual communication needs. Further, outsourcing such tasks to external agencies may not be very cost effective. Moreover, the need is now strongly felt for a grade to perform these duties on a full-time basis. Based on the arguments put forward in support of the request, we are making a provision in that respect.

Recommendation 5

2.18 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 and reckoning at least three years' post-qualification experience in Graphic Design.

2.19 Incumbent in the grade would, *inter alia*, be required to conceptualise and design a wide range of print and digital materials; deliver on-trend designs, create and edit audio/video web contents for campaign launches and social media content;

create and update websites; develop different templates through software tools; and monitor competitor creatives and industry trends and carry out shootings during the Academy's events, as and when required.

Library Clerk (New Grade)

2.20 The ADI has on its establishment a grade of Resource Centre Coordinator which is responsible for the administration of its resource centre. The grade is currently vacant and as per existing arrangements, officers in the grade of Clerk/Word Processing Operator are providing assistance in the running of the resource centre, as and when required.

2.21 We have, in the course of this review, been requested to create a dedicated grade to provide assistance in the day-to-day management of the library and attend to the needs of students for reference work and research, among others. Based on the operational requirements, we are providing for the grade of Library Clerk.

Recommendation 6

2.22 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 an equivalent qualification.

2.23 Incumbent would, among others, be called upon to: assist the Resource Centre Coordinator 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; and compile library statistics.

Stores Attendant (New Grade)

2.24 In view of the increasing activities of the ADI, Management has urged for the creation of a grade of Stores Attendant to provide assistance in its Stores and Logistic Unit. We are recommending accordingly.

Recommendation 7

2.25 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees of the ADI possessing the Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.

2.26 Incumbent would be responsible for: cleaning stores premises; collecting, loading and unloading stores items; opening packages, crates and cases; handling all stores items as required; packing stores items; collecting and despatching stores correspondence as and when required; placing and arranging items of stores on shelves; and preparing parcels of articles for issue.

Head of Projects, Business/Industry Development and Consultancy
formerly Head, Business/Industry Development, Research and Consultancy

2.27 The ADI Act provides for a grade of Head of Projects, Business/Industry Development and Consultancy. Accordingly, we are restyling the grade of Head, Business/Industry Development, Research and Consultancy to reflect the provision of the law.

Recommendation 8

2.28 We recommend that the grade of Head, Business/Industry Development, Research and Consultancy be restyled Head of Projects, Business/Industry Development and Consultancy.

ICT Technician
formerly IT Officer

2.29 While examining the organisational structure of the ADI, the Bureau has observed that the appellation IT Officer is a misnomer and does not truly reflect the duties and responsibilities devolving upon incumbent in the grade. We are, therefore, restyling it to a more appropriate appellation to ensure that the job title is in consonance with the prescribed duties.

Recommendation 9

2.30 We recommend that the grade of IT Officer be restyled ICT Technician.

Duty Free Facilities for Senior Lecturers

2.31 Senior Lecturers reckoning at least 14 years' service in the Cadre benefit from enhanced car benefits. The present provision should continue to prevail.

Recommendation 10

2.32 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 16.2.17 (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 118000.

2. ACADEMY OF DESIGN AND INNOVATION

SALARY SCHEDULE

ADI 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

ADI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Support Assistant

2. ACADEMY OF DESIGN AND INNOVATION (Contd)

ADI 3 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

ADI 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant (New Grade)

ADI 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Workshop Assistant

ADI 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565

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

ADI 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/Office Auxiliary
formerly Driver/Office Attendant

ADI 8 : 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

ADI 9 : Rs 24245 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

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

ADI 10 : 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
Library Clerk (New Grade)
Technical Assistant/Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Personal to employees of the School of Design of Ex-IVTB)

ADI 11 : 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

2. ACADEMY OF DESIGN AND INNOVATION (Contd)

ADI 12 : 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
Assistant Stores and Logistics Officer

ADI 13 : 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

ADI 14 : 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 - 51200 QB 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Instructor

ADI 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

Administrative Assistant
Assistant Finance Executive
Facilities and Maintenance Officer
Graphic Designer (New Grade)
ICT Technician
formerly IT Officer
Stores and Logistics Officer
Technician/Senior Technician

ADI 16 : 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

Educational Technologist (New Grade)
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)

ADI 17 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Administrative Officer
Business Development Analyst
Marketing and Events Coordinator
Research Analyst
Resource Centre Coordinator
Training Officer

ADI 18 : 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

2. ACADEMY OF DESIGN AND INNOVATION (Contd)

ADI 19 : 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 - 86750

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

ADI 20 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative and HR Executive
Admissions, Examinations and Student Affairs Executive
Fashion Designer (New Grade)
Finance Executive
Interior Designer (New Grade)
IT Executive
Lecturer
Media and Public Relations Executive
Project Executive
Quality Assurance Executive

ADI 21 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Product and Business Development Manager
Senior Lecturer

ADI 22 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Head of Projects, Business/Industry Development and Consultancy
formerly Head, Business/Industry Development, Research and Consultancy
Head, Quality Assurance
Registrar

ADI 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Head of Academia and Research

ADI 24 : Rs 134000

Deputy Director (New Grade)

ADI 25 : Rs 150000

Director

3. AGRICULTURAL MARKETING BOARD

3.1 The Agricultural Marketing Board (AMB) was established in 1964 with the purpose of promoting diversification in the agricultural landscape of Mauritius. It is vested with powers in matters relating to import, export, storage, distribution and sale of 'Controlled Products' such as potatoes, onions, garlic, seed potato, onion seed, garlic seed and by-catch fish. It is also engaged in retailing activities across the island with direct sale to the general public and is, since July 2023, operating the National Wholesale Market (NWM).

3.2 A General Manager is at the helm of the AMB and is responsible for its day-to-day management. He is supported in his tasks by an Assistant General Manager and a complement of staff belonging to professional, technical, General Services and Workmen's Group.

3.3 Submissions from the Unions and Management in the context of this review relate to the creation of grades including a dedicated level to head the NWM; amendment of qualifications requirement; restyling and upgrading of existing positions as well as provision of new allowances. Where for technical reasons we could not accede to the requests, the parties were so informed and were provided with relevant explanations.

3.4 It is important to note that officers of the Bureau carried out a site visit at the request of both Union and Management. We made certain observations which gave us a better insight of the work being carried out. We are, in this review, consolidating the existing structure with the creation of two additional levels to enable the AMB to enhance the quality of its service delivery and are also making provisions for certain allowances on the basis of the findings of our site visit.

Manager, National Wholesale Market (New Grade)

3.5 The National Wholesale Market is operational since July 2023 and, presently, a Seeds Officer is acting as the Officer-in-Charge of the outstation. A request has been made for a dedicated grade to head the NWM, be responsible for its day-to-day management and plan and monitor receipt/sales of all products. On the basis of operational requirements, we are acceding to the request. As regards the proposed grade of Assistant Manager, NWM, we consider that its creation is not warranted for the time being on account of the existing set-up.

Recommendation 1

3.6 We recommend the creation of a grade of Manager, National Wholesale Market. Appointment thereto should be made by selection from among candidates possessing a Degree in Agriculture or Agricultural Economics or Agricultural Science and Technology or an equivalent qualification and reckoning at least five years' post-qualification experience in a commercial or food distribution or processing environment.

3.7 Incumbent in the grade of Manager, National Wholesale Market would, *inter alia*, be required to plan and monitor receipt/sales of all products; ensure that all operations are carried out as per applicable legal provisions; establish proper administrative and control procedures; and ensure compliance thereto for constant improvement, including devising and implementing safe cash collection mechanisms from all incoming and outgoing stakeholders and/or vehicles at entry and/or exit points.

Accounts Officer (New Grade)

3.8 The Accounts Department is headed by an Accountant/Senior Accountant who is assisted by officers in the grades of Accounting Technician and Accounts Clerk. Both Unions and Management have requested for the Department to be strengthened with a level of Accounts Officer on the ground that with the operationalisation of the NWM, the financial activities have considerably increased, both in terms of volume and complexity. The Bureau is making appropriate recommendation related thereto.

Recommendation 2

3.9 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.

3.10 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; review reconciliation of statements and ensure smoother follow-up of outstanding items; prepare payroll and examine vouchers before payment, forecast for next quarterly expenses; ensure proper safeguard and banking of revenue collected; and monitor allocated budget for each item.

IT Analyst/Senior IT Analyst
formerly IT Officer

3.11 The IT section, which is manned by an IT Officer and ICT Technicians, is responsible for the overall design, implementation and management of the IT and network infrastructure at the AMB. Over the years, there has been constant digitalisation of operations and upgrading of the IT systems with several complex projects introduced. The responsibility of ensuring the proper running of these systems befalls the IT Officer.

3.12 In the context of this review, proposals have been made for the grade of IT Officer to be restyled into IT Manager with an enhanced salary and the creation of a grade of IT Analyst to assist the former in maintaining the IT systems. Based on information submitted and a job evaluation exercise, we consider that there is no strong justification for the new level. However, we are restyling the grade of IT Officer to a more appropriate appellation to reflect the actual duties and responsibilities devolving on the grade.

Recommendation 3

3.13 We recommend that the grade of IT Officer be restyled IT Analyst/Senior IT Analyst. This element has been reflected in the recommended salary of the grade.

Scheme of Service - Operations Officer

3.14 The grade of Operations Officer is filled 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 is 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.

3.15 Management has submitted that the fields in which experience is required be enlarged to include agriculture. Since the core business of the organisation is agriculture, we are, consequently, making an appropriate recommendation in that direction.

Recommendation 4

3.16 We recommend that the scheme of service of the grade of Operations Officer be amended such that 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 agriculture or in any field related to trade or marketing or agriculture.

Scheme of Service - Operations Worker

3.17 The grade of Operations Worker is currently filled from General Workers and Handy Workers (Special Class) (Personal) reckoning at least 15 years' service. Management has submitted that it is facing difficulty to fill in vacancies in view of the length of experience required. Considering the level of duties of the grade as well as the length of experience required for similar positions at the AMB, we are addressing the issue.

Recommendation 5

3.18 We recommend that the scheme of service of the grade of Operations Worker be amended so that, henceforth, appointment thereto should be made by selection from among General Workers reckoning at least five years' service in a substantive capacity in the grade.

Adhoc Allowance to officers of the National Wholesale Market

3.19 Presently, officers in certain grades are posted to both the Headquarters and NWM. Owing to the specialised nature of work undertaken at the NWM, where the sale of vegetables and fruits starts early in the morning, those posted thereat are required to work on a roster system starting as from 03 00 am. Based on information submitted and findings of our site visit, we are providing for an allowance to compensate the officers for working outside their normal hours of work so as to ensure effective service delivery.

Recommendation 6

3.20 We recommend that officers posted to the National Wholesale Market who are required to attend duty on a roster system should be paid an *adhoc* allowance equivalent to two increments at the salary point reached in their respective salary scales.

Allowance to Head Technical Operator

3.21 During the course of this exercise, we were informed that although the Head Technical Operators do not work on shift, they are required, from time to time, to respond to emergencies involving technical interventions outside their normal working hours as well as make arrangements for staff replacement during periods of absences. We are making provision for an allowance to the concerned officers.

Recommendation 7

3.22 We recommend that officers in the grade of Head Technical Operator who, outside their normal working hours are required to attend to emergencies and make arrangements for staff replacement, should be paid an allowance equivalent to one increment at the initial of their salary scale.

Human Resource Officer/Senior Human Resource Officer

3.23 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 Chapter on Observations and General Provisions of this Volume**.

3. AGRICULTURAL MARKETING BOARD

SALARY SCHEDULE

AMB 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

3. AGRICULTURAL MARKETING BOARD (Contd)

AMB 2 : Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Assistant Handy Worker (Skilled) (Personal)

AMB 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Office and Weighbridge Attendant
Operations Worker
Packing Machine Operator

AMB 4 : 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
formerly Driver/Messenger

AMB 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

AMB 6 : 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

AMB 7 : Rs 24845 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

Forklift Driver

AMB 8 : Rs 25145 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

Handy Worker (Multi-Skilled)

AMB 9 : Rs 26645 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

Driver (Heavy Vehicle)

AMB 10 : Rs 24245 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

Weighbridge Operator

AMB 11 : 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
formerly Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator

3. AGRICULTURAL MARKETING BOARD (Contd)

AMB 12 : 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
Assistant Procurement and Supply Officer
Cashier
Head, Registry

AMB 13 : Rs 27585 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 - 51200

Technical Operator (Shift)

AMB 14 : 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
Operations Officer

AMB 15 : 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

AMB 16 : 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 - 55950

Head Technical Operator

AMB 17 : 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

AMB 18 : 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

AMB 19 : 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 - 54500 x 1450 - 58850 x 1750 - 60600

Senior Operations Officer

AMB 20 : 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

3. AGRICULTURAL MARKETING BOARD (Contd)

AMB 21 : 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

AMB 22 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Accounting Technician/Senior Accounting Technician
formerly Accounting Technician

AMB 23 : 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

Human Resource Management Officer

AMB 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 IT Officer

AMB 25 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
Manager, National Wholesale Market (New Grade)

AMB 26 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Electrical Engineer/Senior Electrical Engineer

AMB 27 : 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 - 86750 x 2500 - 91750

Administrative Secretary
Head Operations Officer
Seeds Officer
Trade and Marketing Officer

AMB 28 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 -94250 x 2750 - 97000

Technical Manager (Engineering)

3. AGRICULTURAL MARKETING BOARD (Contd)

AMB 29 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 126000

Assistant General Manager

AMB 30 : Rs 150000

General Manager

4. ARABIC SPEAKING UNION

4.1 Established under Act No. 13 of 2011 as a body corporate, the Arabic Speaking Union (ASU) operates under the purview of the Ministry of Arts and Culture. Its main objects and functions are, *inter alia*, to: promote the Arabic language in its spoken and written forms; and foster and encourage the linguistic development among all people having an interest in the Arabic language with special emphasis on the cultural, artistic, economic and social perspectives of the language.

4.2 The Union is administered and managed by an Executive Council and currently there is no staff employed by the ASU. To render it operational, the parent Ministry has requested for the creation of the grades of Director (Part-Time), Administrative Secretary and Clerk/Word Processing Operator.

4.3 On the basis of its operational requirements and in line with what obtains in other comparable institutions, we consider that a level of Administrative Secretary and a support grade of Clerk/Word Processing Operator would be appropriate for the smooth running of the organisation. We are, therefore, providing for these two grades.

Administrative Secretary (New Grade)

Recommendation 1

4.4 We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Business Administration or Public Administration or an equivalent qualification and reckoning at least two years' experience in administrative/managerial/accounting duties.

4.5 Incumbent would be responsible to provide support in the design, formulation and implementation of the policies of the organisation and be required, among others, to: deal with matters pertaining to human resources, management, administration, finance and procurement and supply; act as Secretary to the Council and other Committees; supervise the work of subordinate staff; and represent the ASU at Tribunals, Industrial Relations Commission, Courts of Law and in Committees with Ministries and other organisations, as and when required.

Clerk/Word Processing Operator (New Grade)

Recommendation 2

4.6 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; a 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; a Certificate in

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

4.7 Incumbent would be responsible to the Administrative Secretary and be required, among others, to: perform duties of a clerical nature such as preparation, scrutiny and processing of straight forward documents, and 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.

4. ARABIC SPEAKING UNION

SALARY SCHEDULE

ASU 1 : 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)

ASU 2 : 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

Administrative Secretary (New Grade)

5. BEACH AUTHORITY

5.1 Established under the Beach Authority Act No. 7 of 2002, the Beach Authority is mandated, *inter alia,* to: ensure an integral approach in the proper control and management of public beaches in both Mauritius and Rodrigues through the provision of appropriate infrastructure and facilities for the benefit of the public; and provide better access to public beaches.

5.2 Around 146 public beaches are presently being managed and controlled by the Authority, including 12 in Rodrigues. The Authority has the overall responsibility for ensuring their maintenance and embellishment in a sustainable manner besides ensuring the safety and security of all beach users. Furthermore, the Authority is responsible to issue traders' licence for activities on the public beaches.

5.3 Its activities are organised through two Units namely Administration and Technical. A General Manager is responsible for the execution of the policy of the Board. With the support of technical, administrative and operational staff, he controls and manages the day-to-day business of the Authority.

5.4 For this Report, the requests of Union pertain to: creation/restyling of grades, review of qualifications requirement, and enhancing existing Conditions of Service. Management's proposal was centered on the creation of additional levels and review of qualifications requirement.

5.5 During consultations, relevant justifications were provided to both parties on those requests which, for technical reasons, could not be taken on board. Alternative courses of action were also proposed for requests which could be addressed administratively. The views of Management were also sought on requests made by the staff side for the creation of the grades of Assistant Beach Works Inspector and Principal Beach Works Inspector which have not been supported. We have examined each of these submissions and with a view to enabling the Authority to better achieve its objectives, we are consolidating its structure with the creation of a few grades. We are equally reviewing the qualifications requirement of the grade of Beach Life Guard (Roster).

Divisional Officer

5.6 In view of the decentralisation of the services of the Authority, four sub-offices have been created around the Island to ensure an effective service delivery to all beach users. Currently, the management of these sub-offices have been entrusted to officers of the Enforcement and Technical Cadres who are performing the duties of Officer-in-Charge against payment of an *adhoc* allowance. It is relevant to note that the Authority was in the process of amending the scheme of service of the grade of Senior Beach Enforcement Officer to which the Bureau had raised no objection. However, the said scheme of service could not be prescribed due to protests from the Beach Enforcement Officers who have filed a case at the Commission for Conciliation and Mediation. To circumvent this situation,

Management has requested to create a grade of Divisional Officer to oversee the sub-offices. During meeting, Management was advised to submit a proposed scheme of service of the grade to the Bureau for scrutiny together with any award of the Commission for Conciliation and Mediation. For want of information, the Bureau is not providing this level at this stage.

Beach Licensing Officer (New Grade)

5.7 Following the coming into operation of the Beach Authority (Traders' Licence) Regulations in 2004, the Authority took over the responsibility of issuing and/or renewing the Beach Traders' Licence which was under the purview of the Local Authorities. Hence, a Licencing Unit has been set up at the level of the Authority to undertake these functions. In the absence of a dedicated position, the aforesaid Unit is presently being manned by officers of the General Services. A request has, therefore, been made by Management to provide a grade of Licensing Officer to take charge of the Licencing Unit, following which, the Bureau is making an appropriate recommendation.

Recommendation 1

5.8 We recommend the creation of a grade of Beach Licensing Officer. Appointment thereto should be made by selection from among serving officers of the Beach Authority possessing a Cambridge Higher School Certificate. In the absence of qualified serving officers, appointment to the grade 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 GCE "Advanced Level" or an equivalent qualification.

5.9 Incumbent would be responsible for the day-to-day processing, issuance and renewal of licences. He would also be responsible to: look into matters relating to authorisation for use of public beaches, Beach Trader Licence, renting of Tuck shops, commercial buildings, among others; validate all files and information to be submitted to the Licencing Committee; and issue licences and authorisation as approved by Management/Licensing Committee.

Safety and Health Officer (Part-Time) (New Grade)

5.10 Management has submitted that the workforce of the Authority would shortly exceed 100. Consequently, a level of Safety and Health Officer on a part-time basis would, now, be required 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 are recommending accordingly.

Recommendation 2

5.11 We recommend the creation of a grade of Safety and Health Officer on a part-time basis. 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.

5.12 Incumbent would be required, *inter alia*, to: exercise 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 including the Head Office and the sub-offices of the Authority, assess risks and make recommendations; and identify hazards at the Beach Authority, evaluate the level of risk and suggest appropriate control measures.

Beach Life Guard (Roster)

5.13 Management proposed to review the qualifications requirement of the grade of Beach Life Guard (Roster) created on an *adhoc* basis in 2022, as the post could not be filled based on the existing qualifications. It was reported that reviewing the qualifications requirement would attract a larger pool of candidates, thereby, benefitting the public at large and more specifically persons with disabilities. The Bureau is recommending in this direction.

Recommendation 3

5.14 We recommend that, in future, appointment to the grade of Beach Life Guard (Roster) should be made by selection from among candidates who show proof of having read up to Form IV and possess a valid Certificate in Life Saving.

Human Resource Officer/Senior Human Resource Officer

5.15 Human Resource Officer/Senior Human Resource Officers should be allowed to move incrementally beyond top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume.**

Office Management Assistant
formerly Higher Executive Officer

Recommendation 4

5.16 We recommend that the grade of Higher Executive Officer be restyled Office Management Assistant. Appointment to the grade should be made by promotion, on the basis of experience and merit, of officers in the grade of Executive Officer (Personal). Upon complete phasing out of the grade of Executive Officer (Personal), appointment thereto should be made by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity in the grade.

Documentation Unit

5.17 In our last Report, following proposal from Management for the provision of a dedicated grade, we deemed it more relevant for the Beach Authority to consider

the advisability of staffing the Documentation Unit with officers of the General Services. For this Review, Management has reiterated its request for a grade of Documentation Officer to service the aforementioned Unit. In analysing the request and as highlighted by Management during the consultative meeting, the Bureau has observed that the Documentation Unit is only a repository for documents. **We, therefore, hold that the Beach Authority should continue with the present arrangement of posting officers of the General Services to service the Documentation Unit.**

5. BEACH AUTHORITY

SALARY SCHEDULE

BA 1 : Rs 30265

Safety and Health Officer (Part-time) (New Grade)

BA 2 : 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

BA 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Beach Life Guard (Roster)

BA 4 : 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
formerly Office Attendant

BA 5 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

BA 6 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

BA 7 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

BA 8 : 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/Telephonist

5. BEACH AUTHORITY (Contd)

BA 9 : 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

BA 10 : 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/Higher Clerical Officer (Personal to officers in post as at 31.12.15)
Clerk/Word Processing Operator

BA 11 : 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

Beach Licensing Officer (New Grade)
Management Support Officer

BA 12 : 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 Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)

BA 13 : 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 - 52300

Technical Design Officer

BA 14 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Beach Works Inspector

BA 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 x 1100 - 54500

Beach Enforcement Officer

BA 16 : 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

BA 17 : 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
Procurement and Supply Officer

BA 18 : 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
formerly Higher Executive Officer

5. BEACH AUTHORITY (Contd)

BA 19 : 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

BA 20 : 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
Technical Officer (Civil)

BA 21 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Senior Beach Works Inspector

BA 22 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Beach Enforcement Officer

BA 23 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

BA 24 : 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

Administrative Officer

BA 25 : 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

BA 26 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Project Officer

BA 27 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Manager

BA 28 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 -91750

Technical Manager

5. BEACH AUTHORITY (Contd)

BA 29 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy General Manager

BA 30 : Rs 138000

General Manager

6. BHOJPURI SPEAKING UNION

6.1 Established as a body corporate under the Bhojpuri Speaking Union (BSU) Act 2010, the BSU is mandated to promote the Bhojpuri language in both its spoken and written forms. It operates under the purview of the Ministry of Arts and Culture.

6.2 In line with its objectives, the BSU, among others, provides facilities for the exchange of views affecting the interest, well-being, development, relationships and common problems of the Bhojpuri-speaking peoples of the world; and promotes and encourages the linguistic development among all people having an interest in the Bhojpuri language.

6.3 The administration of the Union rests upon an Executive Council which is headed by a President and supported by other members. Grades providing administrative support are currently vacant. As a result, the President is called upon to additionally oversee the day-to-day activities of the Union.

6.4 Since Management did not have any proposal for this Report, we are not bringing any change to the current structure.

6. BHOJPURI SPEAKING UNION

SALARY SCHEDULE

BSU 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
formerly Office Attendant

BSU 2 : 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

BSU 3 : 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

BSU 4 : 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

Research Assistant

7. BUS INDUSTRY EMPLOYEES WELFARE FUND

7.1 The Bus Industry Employees Welfare Fund (BIEWF) was established following the enactment of the Bus Industry Employees Welfare Fund Act No. 36 of 2002. It oversees the social and economic welfare of bus industry employees along with their families.

7.2 Its operations are divided into Administration and Welfare activities. An Administrative Manager, who is at the apex of the Fund, is responsible to the Board for its day-to-day activities. She is assisted in her functions by officers in the Programme Welfare Cadre as well as the General Services and other support grades.

7.3 Submissions received in the context of this Report pertain to the restyling of the grade of Office Attendant and the grant of duty exemption/facilities for the purchase of a car to the grade of Programme Welfare Officer. These proposals were discussed at length with Management, its parent Ministry and Union during meetings held at the Bureau.

7.4 The request for duty exemption on a car has already been addressed on *adhoc* basis. We are, in this Report, making an appropriate recommendation relating to the grade of Office Attendant now restyled Office Auxiliary/Senior Office Auxiliary.

Driver/Office Auxiliary (New Grade)

Recommendation 1

7.5 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 the Cambridge School Certificate or an equivalent qualification and possessing a valid driving licence (manual gear) to drive cars, vans and minibuses.

7.6 Incumbent would be required, *inter alia*, to: drive the vehicles of the Fund for the conveyance of staff, officials and other authorised persons, materials and equipment in connection with the activities of the organisation; carry out simple checks/maintenance tasks; keep a log book and record issue of fuel, all movements, tyres and battery changes; open and close offices and watch premises during business hours; run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes; clean premises and maintain the physical environment at a good standard; and operate telephone switchboard/PABX console.

7.7 We also recommend that, with the creation of the grade of Driver/Office Auxiliary, the existing grade of Office Attendant now restyled Office Auxiliary/Senior Office Auxiliary be made evanescent.

7. BUS INDUSTRY EMPLOYEES WELFARE FUND

SALARY SCHEDULE

BIEWF 1 : **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 – 31765**

Handy Worker

BIEWF 2 : **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 (Personal)
formerly Office Attendant

BIEWF 3 : **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)
Handy Worker/Driver

BIEWF 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**

Receptionist/Word Processing Operator

BIEWF 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**

Clerk/Word Processing Operator

BIEWF 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

BIEWF 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**

Accounts Clerk

BIEWF 8 : **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 - 55950**

Programme Welfare Assistant

BIEWF 9 : **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**

Communication and Public Relations Officer

BIEWF 10 : **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

7. BUS INDUSTRY EMPLOYEES WELFARE FUND (Contd)

BIEWF 11 : **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**

Accounting Technician

BIEWF 12 : **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**

Programme Welfare Officer

BIEWF 13 : **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Administrative Manager

8. CENTRAL MEDICAL PROCUREMENT AUTHORITY

8.1 Set up under the Central Medical Procurement Authority (CMPA) Act No. 9 of 2023, the CMPA operates under the *aegis* of the Ministry of Health and Wellness. It is mainly responsible for: the procurement and warehousing of medical supplies for public health institutions; supply and distribution of procured medical supplies to public health institutions; and ensuring that the stock level of medical supplies in public health institutions are maintained and are available at all times.

8.2 The Authority is administered and managed by the Central Medical Procurement Board, while a Director is responsible for the execution of policy of the Board and control and management of the day-to-day business of the Authority.

8.3 During consultative meeting, the parent Ministry informed that the CMPA is not yet operational and the post of Director is currently vacant. In such circumstance, no proposal was made. However, upon any evolution thereat, Management may consider strengthening the organisation structure in between an overall review exercise.

8.4 We are, for the time being, providing the revised salary of the grade of Director.

8. CENTRAL MEDICAL PROCUREMENT AUTHORITY
SALARY SCHEDULE

CMPA 1 : Rs 126000
Director, CMPA

9. CENTRAL WATER AUTHORITY

9.1 The Central Water Authority (CWA) is a parastatal body established under the Central Water Authority Act 1971 and is responsible for the treatment and distribution of potable water for domestic, commercial and industrial usage.

9.2 It envisions to provide uninterrupted round-the-clock water supply to the entire population of Mauritius. The objectives of the Authority are, *inter alia*, to: guarantee the quality of drinking water; excel in service delivery so as to meet the increasing water demand; reduce and maintain non-revenue water at an economically acceptable level by improving its network's efficiency; and operate its services in a cost effective manner, to consolidate its financial viability.

9.3 A General Manager is responsible for the day-to-day administration of the Authority as well as for the implementation of the decisions of the Board. The latter is assisted by two Deputy General Managers and officers belonging to the Technical Divisions, Administrative Unit and other supporting grades.

9.4 On the basis of its adequacy, the structure of the CWA was maintained in the preceding Report. Following the publication of the last PRB Report, in addition to introducing two new grades on an *adhoc* basis, the Bureau also addressed the increasing demand for various types of allowances from the Authority.

9.5 For this Report, the staff side has made representations pertaining to: upgrading of qualifications requirement; salary alignment and parity with other grades; grant of a few allowances including a special risk allowance; automatic promotion in view of limited scope thereof; car benefits and loan facilities; training courses; voluntary early retirement; and amending the schemes of service of some grades.

9.6 Requests received from Management were mostly for the: creation/merging/ restyling of grades; grant of a couple of allowances such as High Tension Voltage Risk Allowance and Diving Allowance; and extension of existing provision to other grades.

9.7 During consultative meetings, parties concerned were apprised of proposals which have been retained for consideration. Management was also advised to increase the establishment size of the grade of Safety and Health Officer/Senior Safety and Health Officer to effectively address the issue of workload.

9.8 After examining all the requests and their implications, we are making provision for the creation of a few grades to reinforce the structure of the CWA in order to improve its operational efficiency. Additionally, we are making provision for some new allowances whilst revising the quantum of existing ones.

Laboratory Manager (New Grade)

9.9 The laboratory of the CWA has embarked on the process of modernisation through the acquisition of advanced laboratory testing equipment and technology so as to increase its testing capability up to more than 100 parameters including

testing at parts per billion (ppb) levels for micro-pollutants/contaminants. With an increase in its scope of activities, Management has made a proposal for the creation of a grade of Laboratory Manager to manage and oversee the Laboratory of the Authority.

Recommendation 1

9.10 We recommend the creation of a grade of Laboratory Manager. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Scientific Officer reckoning at least three years' service in a substantive capacity in the grade and possessing a Degree in Chemistry or Biological Science or Biochemistry or an equivalent qualification. In the absence of qualified Senior Scientific Officers, appointment to the grade should be made by selection from among candidates possessing the aforementioned qualification and reckoning at least five years' post-qualification experience in laboratory work.

9.11 Incumbent would be responsible for the overall management, including financial and asset management of the laboratory; and would be required to, *inter alia,:* develop, appraise, and introduce new tests methods/techniques as appropriate; introduce quality assurance programmes to achieve and maintain accreditation; proactively identify, mitigate, and track recurring compliance issues; develop new laboratory policies and procedures; manage project budgets, including ordering equipment, supplies and consumables, and tracking costs; establish and improve procedures and processes by addressing issues and risk; and maintain and update protocol manuals.

Executive Engineer/Senior Executive Engineer (Environmental/Chemical) (Water Treatment Plant) (New Grade)

Executive Engineer/Senior Executive Engineer (Mechatronics) (New Grade)

9.12 The Water Treatment Plant (WTP) Division at the CWA aims to ensure the proper treatment of water to the highest quality standard which encompasses several processes such as treatment of raw water, operation of pumps, electrical systems and chlorination process. To enable the WTP Division achieves its objectives, Management has accentuated on the fact that the operations of the Authority need to be automated to cater for improvements for upgrading the safety, water quality and efficiency of the plants. To this end, request has been made for the creation of dedicated grades, *viz.*, Executive Engineer/Senior Executive Engineer (Environmental/Chemical) (Water Treatment Plant) and Executive Engineer/Senior Executive Engineer (Mechatronics) to serve the WTP Division. Accordingly, we put forward the following recommendations.

Recommendation 2

9.13 We recommend the creation of a grade of Executive Engineer/Senior Executive Engineer (Environmental/Chemical) (Water Treatment Plant). Appointment thereto should be made by selection from among candidates

who are registered as a Professional Engineer in the field of Environmental Engineering and/or Chemical Engineering with the Council of Registered Professional Engineers of Mauritius and who reckon at least two years' post-registration experience in construction works related to water treatment or environmental field.

9.14 Incumbent would be responsible for the planning, organising and implementation of all chemical engineering related works and be required to, among others, monitor the performance of the Treatment Plants as well as analyse and advise on proposals from private developers for new chemicals, new technologies regarding liquid chlorine and water treatment plants and sludge disposal; prepare specifications for chemicals/filter materials and bidding documents; conduct engineering evaluations and feasibility studies for water treatment projects, analysing data and identifying potential issues or improvements; and provide management with specialist technical expertise and advice in preparing Environmental Impact Assessment Reports for major projects undertaken by the Authority.

Recommendation 3

9.15 We also recommend that with the creation of the grade of Executive Engineer/Senior Executive Engineer (Environmental/Chemical) (Water Treatment Plant), the grade of Project Officer/Senior Project Officer (Water Treatment Plant) created on *adhoc* basis should be abolished.

Recommendation 4

9.16 We further recommend the creation of a grade of Executive Engineer/Senior Executive Engineer (Mechatronics). Appointment thereto should be made by selection from among candidates who are registered as a Professional Engineer in the field of Mechatronics Engineering with the Council of Registered Professional Engineers of Mauritius and who reckon at least two year's post-registration experience in Mechatronics Engineering.

9.17 Incumbent would be responsible for designing, developing and enhancing electro-mechanical systems and mechatronic devices associated with water supply system and be required, *inter alia*, to: assist in the formulation of actions necessary for the efficient running of the Water Treatment Plant and Pumping Stations; create automated systems and the software to control them including conducting research, documenting findings, and presenting reports at meetings; design engineering systems for the automation of industrial tasks; design advanced electronic control systems for mechanical systems; design, develop, and implement control circuits or algorithms for electromechanical or pneumatic; and oversee the work of contractors in accordance with project requirements.

Land Surveyor Cadre
formerly Surveyor Cadre

9.18 In line with the Land Surveyors Act, we are restyling the grades in the Land Surveyor Cadre *formerly Surveyor Cadre*.

Recommendation 5

9.19 We recommend that the grades in the Land Surveyor Cadre *formerly Surveyor Cadre* be restyled as hereunder.

Grade	Restyled to
Senior Surveyor	**Senior Land Surveyor**
Surveyor	**Land Surveyor**

Technical Design Officer Cadre

9.20 Requests have been received to restyle the grades in the Technical Design Officer Cadre and to reinforce its structure with the creation of a grade of Principal Technical Design Officer (Cartography Survey/GIS). The Bureau has conducted an assessment of this cadre and is providing for a principal level. Moreover, in order to be aligned with corresponding levels in the Civil Service and other Parastatal Bodies, the Bureau considers it more appropriate to adopt a generic appellation to uphold equity and fairness. We are recommending accordingly.

Senior Technical Design Officer
formerly Senior Technical Design Officer (Cartography Survey)

Recommendation 6

9.21 We recommend that the grade of Senior Technical Design Officer (Cartography Survey) be restyled Senior Technical Design Officer.

Principal Technical Design Officer (New Grade)

Recommendation 7

9.22 We recommend the creation of a grade of Principal Technical Design Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Design Officer *formerly Senior Technical Design Officer (Cartography Survey)* reckoning at least three years' service in a substantive capacity in the grade.

9.23 Incumbents would be responsible to the Chief Technical Design Officer and would be required, among others, to: lead technical design projects and initiatives; assist in supervising the team of officers in the Technical Design Officer Cadre; manage and update the Geographic Information System (GIS), Map Register, District Meter Area Plans and other Software within the Drawing Office; repair and elaborate drawing plans and site plan; oversee classification and storage of archive drawings; conduct cartographic presentations of planning schemes and

proposals; validate data/metadata within the GIS; provide guidance, training, and supervision to subordinate staff; and carry out site surveys, fieldwork and site inspections as required.

Recommendation 8

9.24 We also recommend that, with the creation of the grade of Principal Technical Design Officer, consequential amendments should be brought to the scheme of service of the grade of Chief Technical Design Officer.

Technical Officer/Senior Technical Officer (Civil) (New Grade)

Technical Officer/Senior Technical Officer (Mechanical and Electrical) (New Grade)

9.25 To ensure the efficient operation of the Technical Unit of the Authority, it has been submitted that incumbents in the grade of Technical Officer/Senior Technical Officer are posted to specific divisions based on their field of specialisation. Consequently, a request has been made for the establishment of two distinct grades of Technical Officer/Senior Technical Officer (Civil) and Technical Officer/Senior Technical Officer (Mechanical and Electrical) within the structure of the Authority. Additionally, Management has confirmed that a seniority ranking list is well established in its Central Establishment List and assured that the transition process for incumbents in the current grade of Technical Officer/Senior Technical Officer to these new grades would be determined based on this list. For the smooth operation of the Technical Unit, the Bureau is, therefore, making the appropriate recommendations.

Recommendation 9

9.26 We recommend the creation of a grade of Technical Officer/Senior Technical Officer (Civil). Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or the 'Diplôme Universitaire Supérieur de Technologie' (DUST) en "Génie Civil" or an equivalent qualification and reckoning at least five years' experience in building and other civil engineering works.

9.27 Incumbent would be responsible to the Engineers for the proper execution of works connected with: building and civil engineering; quantity surveying; land surveying; water supply distribution and pipe laying works; and would, *inter alia*, be required to assist in: the planning, design, construction, operations and maintenance of water treatment and water distribution systems; preparation of bid documents and evaluation of bids; preparation of departmental budget estimates; carrying out leak detection works; and liaising and conducting site visits with Water Resources Unit.

Recommendation 10

9.28 We recommend the creation of a grade of Technical Officer/Senior Technical Officer (Mechanical and Electrical). Appointment thereto should be made by selection from among candidates possessing a Diploma in Mechanical Engineering or Electrical/Electronic Engineering or Mechanical and

Electrical Engineering or the 'Diplôme Universitaire Supérieur de Technologie' (DUST) en "Maintenance et Automatismes Industriels" or "Electrique et Informatique Industrielle" or an equivalent qualification and reckoning at least five years' experience in the installation, maintenance, repairs and troubleshooting of Mechanical and Electrical Systems.

9.29 Incumbent would be responsible to the Engineers for the proper execution of mechanical and electrical works and for activities involving: installation, testing and commissioning of plants, machinery, switchgears and tele-control systems; follow-up of maintenance reports and overall monitoring and evaluation of the stock at hand required for mechanical and electrical equipment/systems or any other non-electro-mechanical consumables; advising on the procurement of spare parts and materials; and managing staff, including preparation of daily work plans, monitoring of attendance, preparation of timesheet and allowance certificates/processing of payments.

Recommendation 11

9.30 We further recommend that the grade of Technical Officer/Senior Technical Officer be made evanescent.

Maintenance Officer (New Grade)

9.31 Management submitted a request to the Standing Committee on Creation of Grades for a grade of Office Building and Maintenance Supervisor. 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. We are, thus, recommending in that direction.

Recommendation 12

9.32 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 and reckoning at least three years' experience in building and other structural works.

9.33 Incumbent would, *inter alia*, be responsible to: plan, design, execute, supervise and monitor the civil engineering works along with the maintenance and repairs of the Authority's building and structures, telephone switchboards, office tools and machineries; ensure proper cleanliness and sanitation at the place of work and that security services are provided in an efficient manner; conduct regular site visit to monitor the states of the CWA's premises and offices and undertake repairs/maintenance works as may be appropriate; and prepare reports relating to building issues.

Senior Procurement and Supply Officer (New Grade)

9.34 The Authority has reported a significant increase in its annual procurement spending over the past few years, accompanied by a rise in the volume and complexity of procurement transactions. Consequently, a request has been made

to create a grade of Assistant Manager, Procurement and Supply, to support the existing grade of Manager, Procurement and Supply. After a thorough review of this proposal, the Bureau considers that, in order to establish a more coherent structure within the Procurement and Supply Cadre, it would be more appropriate to create a grade of Senior Procurement and Supply Officer on the establishment of the CWA. We are, therefore, recommending in that perspective.

Recommendation 13

9.35 We recommend the creation of a grade of Senior Procurement and Supply Officer. Appointment thereto and movement beyond top salary should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

9.36 Incumbent would be required, among others, to be responsible for the procurement, supply, storekeeping and stock control duties in accordance with approved rules and regulations; and to: organise and manage a sub-unit of the procurement and supply activities of the CWA under the supervision of the Manager, Procurement and Supply; operate and supervise the electronic Procurement System (ePS) and ensure that all procurement exercises are done through the (ePS); assist in appraisal and review exercises related to procurement and supply operations; prepare reports on procurement activities, as and when required; ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon; and carry out test checks and report any discrepancy arising out of loss, shortage, deterioration or surplus.

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

9.37 Management has requested that the grades of Human Resource Officer and Senior Human Resource Officer be merged so as to motivate staff in joining the merged grade. This case was lengthily discussed with Management in the course of the consultative meeting held. Hence, to create a structure of the HR Cadre at the Authority that is in line with our policy, the Bureau is making necessary recommendations.

Recommendation 14

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

9.39 We also recommend that:

(i) the grade of Senior Human Resource Officer be made evanescent; and

(ii) the grade of Human Resource Officer be abolished.

Inspectorate Cadre

9.40 Following the restructuring of the Inspectorate Cadre in the Civil Service under the heading: *Inspectorate Cadre* at the Ministry of National Infrastructure in Volume 2 Part I of this Report, broad provisions have been developed to ease recruitment challenges faced by various organisations. To ensure uniformity and fairness in implementation, these provisions should equally apply to the Inspectorate Cadre at the CWA.

Recommendation 15

9.41 We recommend that grades in the Inspectorate Cadre be restyled as follows:

Grade	Restyled to
Chief Works Officer	**Chief Inspector of Works**
Senior Inspector	**Senior Inspector of Works**
Inspector (Roster – day and night)	**Inspector of Works (Roster – day and night)**
Inspector	**Inspector of Works**
Assistant Inspector (Roster – day and night)	**Assistant Inspector of Works (Roster – day and night)**
Assistant Inspector (Personal)	**Assistant Inspector of Works (Personal)**

9.42 We also recommend:

(i) that the grade of Assistant Inspector of Works (Roster – day and night) *formerly* Assistant Inspector (Roster – day and night) be made evanescent; and

(ii) the creation of a grade of Trainee Inspector of Works. Trainees should be enlisted from among candidates who possess a Cambridge School Certificate with credit in at least five subjects or an equivalent qualification.

9.43 Incumbents would be required to undergo on-the-job training for a period of at least two years.

9.44 We further recommend that Management should make necessary arrangement with relevant Training Institutions for the Trainees to follow a course leading to a Brevet in Building or Construction or an equivalent qualification to better equip them to perform their duties effectively.

9.45 We additionally recommend that, with the creation of the Trainee grade, consequential amendments should be brought to the scheme of service of the grade of Inspector of Works (Roster – day and night) *formerly Inspector (Roster – day and night)*, such that, upon the complete phasing out of the

grade of Assistant Inspector of Works (Roster – day and night) (Personal) ***formerly Assistant Inspector (Roster – day and night)*****, appointment thereto should be made from Trainees Inspector of Works who have successfully completed their on-the-job training and acquired the prescribed qualifications.**

Risk Allowance for working on high tension voltage (22000 volt)

9.46 It has been reported that officers of the CWA are responsible for the installation, supervision and maintenance of 22000 volts' distribution transformers of capacity more than 500kVA and High-Tension Metering Switchgears at various pumping stations as well as at Water Treatment Plants. Consequently, request has been received for the payment of a Risk Allowance to officers who are required to work on high tension voltage of 22000 volts.

9.47 While agreeing that there is a risk in working with high tension voltage, the Bureau also considers that the officers concerned need to have the necessary competency to handle such type of work. We are recommending in that direction.

Recommendation 16

9.48 We recommend that the Authority should make necessary arrangements for the officers concerned to take part in the relevant competency test so as to enable them to work on high tension voltage.

9.49 We further recommend that officers who have successfully passed the necessary competency test and who effectively work on high tension voltage (22000 volt) should be paid a monthly Risk Allowance equivalent to one and a half increments at the initial point of their respective salary scale.

Diving Allowance

9.50 Management has submitted that certain officers are required to perform diving operations in filters and intakes as part of their duties. In this regard, a request has been made for the introduction of a Diving Allowance to compensate officers engaged in diving activities. The Bureau emphasises that the officers involved must receive comprehensive training in diving techniques. Additionally, they should be equipped with the necessary tools and safety gear to ensure their wellbeing while carrying out their duties. In light of this, we are making appropriate recommendations.

Recommendation 17

9.51 We recommend that the Authority should take the necessary steps to arrange and provide appropriate Certification Courses in Diving for officers who would be called upon to perform diving duties.

9.52 We further recommend that a Diving Allowance should be paid to officers who are required to perform diving operations in filters and intakes as part of their duties at the rate of Rs 765 per dive, subject to a maximum of 15

dives per month. The maximum may be reviewed by the Board based on operational requirements.

9.53 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".

Quality Assurance

9.54 Quality assurance duties are, currently, being performed by officers in the grade of Technical Officer/Senior Technical Officer (Laboratory) against payment of a monthly allowance of Rs 1630. We are revising the quantum of this allowance.

Recommendation 18

9.55 We recommend that Technical Officer/Senior Technical Officers (Laboratory) who are, on a rotational basis, designated to perform the duties related to quality assurance should be granted an allowance of Rs 1795 per month.

Special Professional Retention Allowance

9.56 Provision had previously been made for officers of the Engineering Cadre of the CWA to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

Allowance to officers of the Engineering Cadre at the Operation Division

9.57 Officers of the Engineering Cadre posted in the Operation Division of the CWA, who are regularly called upon to perform the core activity of treatment and distribution of potable water throughout Mauritius after normal working hours, are, presently, paid a special monthly allowance so as to retain, motivate and compensate them. The Bureau considers that this provision still stands good.

Recommendation 19

9.58 We recommend that officers of the Engineering Cadre posted in the Operation Division who are regularly called upon to perform duties after normal working hours should continue to 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 20

9.59 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 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Movement Beyond Top Salary

9.60 Officers in the grade of Senior Internal Audit Officer (Future Holder) should be allowed to move incrementally in the Master Salary Scale in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Night Duty Allowance

9.61 Officers of the CWA who effectively work on night shift are normally paid a Night Duty Allowance. We are keeping up with this provision.

Recommendation 21

9.62 We recommend that officers on the establishment of the CWA 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.

Special Allowance

9.63 In our last Report, the rate of the Special Allowance granted for being regularly exposed to foul odour and raw sewage was reviewed to one increment as the extent of exposure was not found to be critical. For this Report, Management has submitted that the other officers who are posted to the Water Treatment Plants are also exposed to the aforesaid situation and has requested that this provision be extended to them. We so recommend.

Recommendation 22

9.64 We recommend that officers in the grades mentioned hereunder should be paid a special monthly allowance equivalent to one increment at the salary point reached in their respective salary scale, 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

9.65 We further recommend that officers in the following grades who are exposed to foul odour and raw sewage owing to their posting to the Water Treatment Plants, should also be paid a special monthly allowance equivalent to one increment at the salary point reached in their respective salary scale:

Treatment Plant Superintendent
Technical Officer/Senior Technical Officer (Personal)
Technical Officer/Senior Technical Officer (Civil) (New Grade)
Technical Officer/Senior Technical Officer (Mechanical and Electrical) (New Grade)
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic) (Shift)
Technical Assistant (Mechanical) (Shift)
Handy Worker
General Worker (Roster – day and night)
General Worker (Personal)

Abolition of Grades

9.66 Management has submitted that the grades of Senior Technical Design Officer (Cartography Survey) (Personal), Tradesman (Blacksmith, Mechanic, Mason, Plumber and Pipe Fitter, Carpenter, Electrician, Painter, Water Meter Repairer) and Treatment Plant Operator (Shift) (Personal) are vacant and would no longer be required by the Authority. **We are, therefore, abolishing these grades.**

9. CENTRAL WATER AUTHORITY

SALARY SCHEDULE

CWA 1 : Rs 24845 x 300 - 25445

Trainee Inspector of Works (New Grade)
Trainee Meter Reader

CWA 2 : Rs 26045 x 300 - 26645

Trainee Technical Design Officer

CWA 3 : 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 (Personal)

CWA 4 : Rs 18700 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

General Worker (Roster – day and night)

CWA 5 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

CWA 6 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

9. CENTRAL WATER AUTHORITY (Contd)

CWA 7 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

CWA 8 : 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
formerly Office Attendant

CWA 9 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Reservoir/Pumping Station Attendant (Shift)

CWA 10 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Survey Field Worker/Senior Survey Field Worker

CWA 11 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

CWA 12 : 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

CWA 13 : Rs 35840 x 725 - 37290 x 925 - 38215

Trainee Engineer

CWA 14 : 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

CWA 15 : Rs 26645 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

Heavy Vehicle Driver

CWA 16 : Rs 24545 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

Laboratory Auxiliary
formerly Laboratory Attendant

9. CENTRAL WATER AUTHORITY (Contd)

CWA 17 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050

Heavy Vehicle Driver (Roster – Day and Night)

CWA 18 : Rs 29565 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050

Operative (Personal)

CWA 19 : Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990

Head Survey Field Worker

CWA 20 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990

Operative (Roster – day and night)

CWA 21 : 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

CWA 22 : 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
formerly Clerical Officer/Higher Clerical Officer

CWA 23 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Chief Tradesman (Personal)
Senior Operative

CWA 24 : 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 - 46900

Cashier

CWA 25 : Rs 26345 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 - 46900

Surveying Assistant

CWA 26 : Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900

Senior Laboratory Auxiliary
formerly Senior Laboratory Attendant

9. CENTRAL WATER AUTHORITY (Contd)

CWA 27 : 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 - 46900 x 1050 - 47950

Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic) (Shift)
Technical Assistant (Mechanical) (Shift)

CWA 28 : Rs 26345 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 - 46900 x 1050 - 47950

Assistant Inspector of Works (Personal)
formerly Assistant Inspector (Personal)
Meter Reader

CWA 29 : 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

CWA 30 : 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 Fraud Detection Officer
Assistant Procurement and Supply Officer
Purchasing and Supply Officer (Personal)

CWA 31 : Rs 23645 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 QB 41080 x 1050 - 49000 x 1100 - 50100

Assistant Inspector of Works (Roster – day and night) (Personal)
formerly Assistant Inspector (Roster – day and night)

CWA 32 : Rs 26945 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 - 50100

Assistant Inspector of Works (Roster – day and night) (Personal)
formerly Assistant Inspector (Roster – day and night)

CWA 33 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200

Office Supervisor

CWA 34 : 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 - 52300

Technical Design Officer

9. CENTRAL WATER AUTHORITY (Contd)

CWA 35 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Inspector of Works
formerly Inspector
Senior Meter Reader

CWA 36 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Senior Technical Assistant (Electrical) (Shift)
Senior Technical Assistant (Mechanical) (Shift)

CWA 37 : 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

CWA 38 : 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

CWA 39 : 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
Fraud Detection Officer
Inspector of Works (Roster – day and night)
formerly Inspector (Roster – day and night)
Internal Audit Officer (Personal)
formerly Internal Control Officer (Personal)
Procurement and Supply Officer
Senior Cashier

CWA 40 : 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

CWA 41 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400

Meter Reading Supervisor

CWA 42 : 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)

9. CENTRAL WATER AUTHORITY (Contd)

CWA 43 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Internal Audit Officer (Future Holder)
Senior Procurement and Supply Officer (New Grade)

CWA 44 : 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

Administrative Assistant
Computer Programmer
ICT Technician
Maintenance Officer (New Grade)

CWA 45 : 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 - 60600

Transport Superintendent

CWA 46 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Senior Inspector of Works
formerly Senior Inspector
Senior Technical Design Officer (Future Holder)

CWA 47 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer
Senior Human Resource Officer (Personal)
Senior Internal Audit Officer (Personal)
formerly Senior Internal Control Officer
Superintendent, Anti Fraud Unit

CWA 48 : 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

CWA 49 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 – 62350 x 1850 - 64200

Senior Technical Design Officer (Personal to officers in post as at 31.12.25)
formerly Senior Technical Design Officer (Cartography Survey)

9. CENTRAL WATER AUTHORITY (Contd)

CWA 50 : 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 - 67900

Technical Officer/Senior Technical Officer (Civil) (New Grade)
Technical Officer/Senior Technical Officer (Laboratory)
Technical Officer/Senior Technical Officer (Mechanical and Electrical) (New Grade)
Technical Officer/Senior Technical Officer (Personal)

CWA 51 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Treatment Plant Superintendent

CWA 52 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Chief Inspector of Works
formerly Chief Works Officer

CWA 53 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Principal Technical Design Officer (New Grade)

CWA 54 : 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

Communication/Public Relations Officer
Economist/Analyst

CWA 55 : 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

IT Analyst
Land Surveyor
formerly Surveyor

CWA 56 : 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

CWA 57 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Scientific Officer (Biochemistry)

CWA 58 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Chief Fraud Detection Officer

9. CENTRAL WATER AUTHORITY (Contd)

CWA 59 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250

Chief Technical Design Officer

CWA 60 : 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 - 86750

Accountant/Senior Accountant
Administrative Manager

CWA 61 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Executive Engineer/Senior Executive Engineer
Executive Engineer/Senior Executive Engineer (Environmental/ Chemical) (Water Treatment Plant) (New Grade)
Executive Engineer/Senior Executive Engineer (Electrical)
Executive Engineer/Senior Executive Engineer (Mechatronics) (New Grade)
Mechanical Engineer/Senior Mechanical Engineer

CWA 62 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Chief Internal Auditor
Deputy Manager, Commercial Services
Senior IT Analyst
Senior Land Surveyor
formerly Senior Surveyor
Senior Scientific Officer (Biochemistry)

CWA 63 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Human Resource Manager
Manager (Procurement and Supply)

CWA 64 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager
Laboratory Manager (New Grade)
Manager, Commercial Services

CWA 65 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Principal Engineer
Principal Engineer (Mechanical and Electrical)

CWA 66 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Chief Financial Officer

9. CENTRAL WATER AUTHORITY (Contd)

CWA 67 : Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Chief Engineer

CWA 68 : Rs 118000 x 4000 - 130000

Deputy General Manager (Administration)
Deputy General Manager (Technical)

CWA 69 : Rs 150000

General Manager

10. CHAGOSSIAN WELFARE FUND

10.1 The Chagossian Welfare Fund (CWF) is a body corporate established under the CWF Act No 21 of 1999. One of the prime objectives of the Fund remains the advancement and promotion of welfare of the members of the Chagossian Community and their descendants in Mauritius through the development of programmes and projects. The Fund manages two Chagossian Community Centres and community facilities vested in it.

10.2 Its main functions include, *inter alia*, carrying out such activities that appears necessary and favourable to the Chagossian Community and providing scholarship grants from the Fund to those studying in Mauritius and Agalega, among others. To date, the Fund has been availing the services of officers from the parent Ministry, on a part-time basis, to act as Secretary and also to advise on matters relating to Human Resources, Finance and Procurement, against payment of allowances. Other support services are provided by staff of the Fund belonging to the General Services and other occupational groups.

10.3 In its submission, Management's proposals focussed on the creation of the grades of Secretary and Procurement and Supply Officer. Taking into consideration the functions of the Fund, we are further strengthening its structure which would contribute towards the efficiency and effectiveness of its operations.

Secretary (New Grade)

10.4 Management urged that the services of a Secretary are being required, on a full-time basis, to shoulder the administrative responsibilities of the Fund including regular monitoring and implementation of projects. It has further been reported that officers of the Administrative Cadre from the parent Ministry, due to their heavy workload, are not able to shoulder these additional responsibilities on a regular basis. Based on our examination of the existing structure and pursuant to the difficulties being encountered by the Fund, we are creating a grade of Secretary.

Recommendation 1

10.5 We recommend the creation of a grade of Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Administration or Management or an equivalent qualification, and reckoning at least three years' post-qualification experience in an administrative or a managerial position.

10.6 Incumbent would be required, among others, to: be responsible for the execution of the policies of the Fund, and for the control and management of the organisation; develop programmes and projects for the member of the Chagossian community and their descendants residing in Mauritius; act as Secretary of the Board; advise the Board on the formulation of policies and their

prompt execution; ensure timely preparation and submission of reports including annual reports, as may be required by the Board; and carry out site visits as and when required.

10.7 Incumbent would also be required to work outside normal working hours including Saturdays, Sundays and Public Holidays. **This element has already been considered in arriving at the salary recommended for the grade.**

Assistant Procurement and Supply Officer (New Grade)

10.8 The Fund is currently availing of the services of a Procurement and Supply Officer from the parent Ministry for its procurement activities. For this Report, Management has stressed on the need for the creation of a grade of Procurement and Supply Officer to handle procurement matters in the face of increasing procurement activities. During meeting, the Bureau emphasised that it is advisable to create a grade of Assistant Procurement and Supply Officer which is the first level in the Procurement and Supply Cadre to which Management subscribed. We are, therefore, providing a dedicated grade.

Recommendation 2

10.9 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.

Allowance to perform duties of Secretary

10.10 As per existing provision, a monthly all-inclusive allowance of Rs 2185 is being paid to the officer designated to act as Secretary to the Board and assuming the administrative responsibilities of the Chagossian Welfare Fund. Pending the filling of the post of Secretary, we are maintaining this provision, while revising the quantum of the allowance.

Recommendation 3

10.11 We recommend that, pending the filling of the post of Secretary, the officer designated to act as Secretary to the Board should be paid an all-inclusive monthly allowance of Rs 2405 for assuming the administrative responsibilities of the CWF. Thereafter, this allowance would lapse.

10. CHAGOSSIAN WELFARE FUND

SALARY SCHEDULE

CWF 1 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

10. CHAGOSSIAN WELFARE FUND (Contd)

CWF 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 – 33040 x 560 - 33600

Caretaker/Gardener

CWF 3 : 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
formerly Driver/Office Attendant

CWF 4 : 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

CWF 5 : 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
Assistant Procurement and Supply Officer (New Grade)

CWF 6 : 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

Secretary (New Grade)

11. CHINESE SPEAKING UNION

11.1 The Chinese Speaking Union (CSU) is a body corporate established by the CSU Act No. 15 of 2011. The Union operates under the purview of the Ministry of Arts and Culture to promulgate the Chinese language in both its spoken and written forms.

11.2 For the attainment of its objectives, the Union promotes friendship and understanding between the Chinese speaking peoples of the world and engages in educational, academic, cultural and artistic work; and provides facilities for the exchange of views affecting the interest, well-being, development, relationships and common problems of the Chinese-speaking peoples of the world. It also promotes and encourages the linguistic development as well as literary activities among people having an interest in the Chinese language.

11.3 Whilst the administration and management of the CSU rest upon an Executive Council comprising a President at the head and other members, the responsibility of the day-to-day activities of the Union is incumbent upon an Administrative Secretary.

11.4 During consultation, the President informed that due to financial constraints, the CSU is currently not in a position to fill the grades on its establishment or expand its activities. However, request was made to maintain the existing grades on the establishment in view of future endeavours. We are, therefore, bringing no change to the present structure.

11. CHINESE SPEAKING UNION

SALARY SCHEDULE

ChSU 1 : 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
formerly Driver/Office Attendant

ChSU 2 : 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

Administrative Secretary

12. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

12.1 The Civil Service Family Protection Scheme Board (CSFPSB) came into operation pursuant to the enactment of the Widows' and Children's Pension Scheme (Amendment) Act No. 28 of 1993. As a body corporate operating under the *aegis* of the Ministry of Finance, its core business is to provide protection to dependents of deceased contributors by way of a monthly surviving spouse's pension and/or minor children's pension and refund of contribution where no pension is payable.

12.2 Responsibility for the day-to-day management of the CSFPSB rests on the General Manager who is also the head of the organisation. He is assisted in his tasks by an Assistant General Manager, officers of the Finance and IT Cadres as well as other supporting staff. For this review exercise, the main requests of the Union pertain to an uplift of salary; upgrading of qualifications requirement; and restyling of a few grades. Management, on the other hand, considers the present set up to be adequate to enable it to deliver its services effectively. However, proposals were made for a review of the salary of certain grades.

12.3 All the submissions of Management and Union were carefully examined. During consultations, appropriate explanations were provided to the parties concerned for the non-retention of their proposals.

12.4 The current organisation set up is appropriate and Management is also of the same view. In the circumstance, we are bringing no change thereto.

Movement in Master Salary Scale

12.5 Senior Financial Operations Officers (Future Holder) are allowed to move incrementally beyond the top salary subject to meeting certain criteria. **Recommendation thereto has been made in the Chapter on Observations and General Provisions of this Volume**.

12. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD
SALARY SCHEDULE

CFP 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
formerly Office Attendant

CFP 2 : 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

12. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Contd)

CFP 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

CFP 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

Clerical Officer
formerly Clerical Officer/Higher Clerical Officer
Clerk (Rodrigues)

CFP 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

CFP 6 : 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 - 52300

Systems Supervisor

CFP 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 x 1100 - 54500 x 1450 - 55950

Accounts Clerk/Senior Accounts Clerk
Accounts Clerk/Senior Accounts Clerk (Rodrigues)

CFP 8 : 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

CFP 9 : 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

CFP 10 : 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

CFP 11 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)

CFP 12 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

12. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Contd)

CFP 13 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Financial Operations Officer

CFP 14 : 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

IT Analyst
formerly Systems Administrator

CFP 15 : Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Assistant General Manager

CFP 16 : Rs 138000

General Manager

13. COMPETITION COMMISSION

13.1 Set up as a body corporate by the Competition Act No. 25 of 2007, the Competition Commission (CC) operates under the *aegis* of the Ministry of Commerce and Consumer Protection. It is mandated to investigate anticompetitive business practices; issue directions and financial penalties against those found infringing the provisions of the Competition Act; advocate pro-competitive policies and state actions; and raise awareness on the provisions of the Competition Act and the activities of the institution.

13.2 Appointed by the President of the Republic upon advice of the Prime Minister, the Executive Director is the Chief Executive Officer of the Commission. As provided in the Competition Act, the latter heads the investigative arm of the Commission and is supported in his functions by Heads of Departments and other support staff.

13.3 In the context of this Report, proposals of the staff side pertain to, among others, restyling of grades; reviewing the salary scales; amending the reporting lines of a few grades; and enhancing the existing conditions of service. Management, on the other hand, proposed for the creation of a grade of Office Management Assistant and a dedicated grade to perform human resource related duties.

13.4 Prior to this Report, the CC was governed by another salary administration regime. As such, current salary scales as well as the prevailing Conditions of Service including the hours of work of the employees of the CC are not aligned with those recommended by the Bureau. For this review, we have examined the organisation structure, the reporting lines, the functions devolving upon staff and subsequently we are recommending a fit for purpose organisation set up with appropriate salary scale for each level. In addition we have, as far as possible, aligned the appellations of certain grades along with their entry requirements to comparable grades across the Public Sector after assessing their duties and responsibilities.

13.5 It is important to highlight that the salary points at the CC cannot be directly converted in the Master Salary Conversion Table. Hence, following the publication of the Report, the CC should submit relevant information, for the Bureau to provide the converted salaries (2026). The overriding principle for this exercise would be to ensure that employees in post are not worsened off with this Report.

13.6 We are, therefore, in the ensuing paragraphs providing for the mode of appointment for those grades that require a review of their entry requirements. Further, the duties should be as per prevailing schemes of service.

Legal Secretary

Recommendation 1

13.7 We recommend that appointment to the grade of Legal Secretary should be by selection from among candidates possessing a Degree and Master's Degree in Economics and Law or an equivalent qualification and

reckoning at least four years' post-qualification experience in research work/assignment.

Accountant

Recommendation 2

13.8 We recommend that appointment to the grade of Accountant should be in line with recommendation made in the Chapter on Observations and General Provisions in this Volume.

IT Analyst

Recommendation 3

13.9 We recommend that appointment to the grade of IT Analyst should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Public Relations and Communication Officer

Recommendation 4

13.10 We recommend that appointment to the grade of Public Relations and Communication Officer should be by selection from among candidates possessing a Degree in Communication or Media or Journalism or Public Relations or International Affairs and reckoning at least two years' experience in the relevant field.

Research Assistant

Recommendation 5

13.11 We recommend that appointment to the grade of Research Assistant should be by selection from among candidates possessing a Diploma in Legal Studies or Economics or Finance or Accounting or Management.

Administrative Assistant

Recommendation 6

13.12 We recommend that appointment to the grade of Administrative Assistant should be by selection from among candidates possessing a Diploma in Administration or Management or an equivalent qualification and reckoning at least two years' experience in administrative and office management activities.

Clerk/Word Processing Operator

Recommendation 7

13.13 We recommend that appointment to the grade of Clerk/Word Processing Operator should be 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.

Receptionist/Telephone Operator

Recommendation 8

13.14 We recommend that appointment to the grade of Receptionist/Telephone Operator should be 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".

Driver/Office Auxiliary

Recommendation 9

13.15 We recommend that appointment to the grade of Driver/Office Auxiliary should be 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 to drive cars, vans and minibuses.

13. COMPETITION COMMISSION

SALARY SCHEDULE

CC 1 : 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

CC 2 : 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

CC 3 : **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

CC 4 : **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**

Administrative Assistant
Research Assistant

13. COMPETITION COMMISSION (Contd)

CC 5 : **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 Competition Analyst
Public Relations and Communication Officer

CC 6 : **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**

IT Analyst

CC 7 : **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**

Accountant

CC 8 : **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 Secretary

CC 9 : **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Competition Analyst

CC 10 : **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**

Senior Competition Analyst

CC 11 : **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Head Corporate Services
Head Investigations

14. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND

14.1 The Conservatoire National De Musique François Mitterrand Trust Fund (Conservatoire), which operates under the purview of the Ministry of Arts and Culture, was set up in 1992 as an educational and musical institution offering full range music education. It also hosts a Music Heritage Museum, set up in 2019, which portrays the history of Music in Mauritius since the Dutch period in 1638 until today.

14.2 As per its statutory objects, the Conservatoire, *inter alia*, provides music learning opportunities to a wider public by increasing intake and by opening more branches where needed; implements Government policies in matters of music education in schools; and encourages music performances by Mauritian artists and music ensembles.

14.3 Responsibility for the control and management of the Conservatoire including the execution of the policy of the Board rests upon the Director who is supported in his/her functions by officers in teaching, professional and technical grades as well as other support staff.

14.4 For this review exercise, the staff side had no representations. On the other hand, Management emphasised on the continuous expansion of activities and submitted proposals for the creation of grades at different levels to strengthen the structure of the organisation and also requested to abolish some grades which were no longer required. During consultations, Management was apprised of proposals which could not be entertained together with justifications thereof.

14.5 All requests have been examined and we are, in the ensuing paragraphs, making appropriate recommendations taking into consideration the specificity of the organisation.

Graphic Designer (New Grade)

14.6 Management has requested for the creation of a dedicated grade on its establishment to perform duties related to creation of designs; layout for magazines, newspapers, brochures, websites, promotional displays such as signs and banners for events; and photo shooting during events organised by the Conservatoire. In view of the expansion in activities, provision is being made for a new grade of Graphic Designer.

Recommendation 1

14.7 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 Visual Arts or an equivalent qualification.

14.8 Incumbent would be required to, *inter alia*, conceptualise and design a wide range of prints and digital materials including brochures, presentations, newsletters, large scale prints/3D prints, wall designs and marketing materials; create and edit audio/video web contents for campaign launches and social media content on a daily basis to present brand campaign concepts; create and update websites; and deliver on trend designs.

Performing Artiste (New Grade)

14.9 An orchestra at the Conservatoire performs during events at national level. In view of its high demand, Management requested for the creation of a specific grade to perform therein. We are making appropriate provision to that end.

Recommendation 2

14.10 We recommend the creation of a grade of Performing Artiste. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate and a Certificate in at least Grade 8 level (practical) in Western Music or an equivalent qualification.

14.11 Incumbent would be required, among others, to be part of and to perform in the Orchestra and/or any other ensemble of the Conservatoire; participate with students and/or other members of staff in musical activities organised by/or with the participation of the Conservatoire and/or the parent Ministry; and help and accompany students in rehearsals.

Assistant Procurement and Supply Officer (New Grade)

14.12 Currently, there is the grade of Procurement and Supply Officer on the establishment of the Conservatoire. We are reinforcing the structure dealing with the Procurement and Supply functions with the creation of a grade of Assistant Procurement and Supply Officer.

Recommendation 3

14.13 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.

Clerk/Word Processing Operator (New Grade)

14.14 During consultative meeting, Management highlighted on the need for a level to cope with the increasing word processing and simple computer/data processing works as well as simple clerical duties. We are, therefore, making appropriate provision for the creation of a grade of Clerk/Word Processing Operator against abolition of the position of Clerical Officer which would no longer be required.

Recommendation 4

14.15 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, 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 and a Certificate in Typewriting at a speed of at least 25 words per minute.

14.16 Incumbent would be required to, *inter alia*, type and collate official documents; perform simple clerical duties; ensure speedy handling of correspondence; perform word processing and computer/data processing work; and operate telefax and e-mail service.

14.17 We also recommend that the mode of appointment and duties of the grade of Management Support Officer should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Music Tutor

14.18 Music Tutors are allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 69800 subject to satisfying certain conditions. The present arrangement should continue and the salary point is being revised.

Recommendation 5

14.19 We recommend that Music Tutors should be allowed to proceed incrementally up to salary point Rs 86750 in the Master Salary Scale provided they satisfy the performance criteria as laid down in the Chapter on Observations and General Provisions of this Volume.

Part Time Music Teacher

14.20 Part Time Music Teachers employed at the Conservatoire are paid an allowance based on the level being taught. We are revising the quantum of the allowances.

Recommendation 6

14.21 We recommend that the allowance payable, on a personal basis, to Part Time Music Teachers who were enlisted at the Conservatoire prior to the publication of the 2021 PRB Report, that is, 13 October 2021, should be revised as follows: -

(i) Teachers holding a Diploma in Music or a higher qualification Rs 385/hr

(ii) Teachers holding a qualification lower than a Diploma in Music Rs 330/hr

14.22 We also recommend that the allowance paid to Part Time Music Teachers employed after the publication of the 2021 PRB Report, that is, 14 October 2021, should be revised as follows: -

(i) Teachers teaching level 1 should be remunerated at the rate of Rs 180/hr

(ii) Teachers teaching level 2 and 3 should be remunerated at the rate of Rs 260/hr

14.23 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.

Abolition of Grades

14.24 Management has submitted that the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer (Personal) and Examinations Clerk are vacant and would no longer be required by the Conservatoire. **We are, therefore, abolishing these grades.**

14. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND

SALARY SCHEDULE

CNMTF 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

CNMTF 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Caretaker

CNMTF 3 : 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
formerly Driver/Office Attendant

CNMTF 4 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker/Tradesman

CNMTF 5 : 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

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

CNMTF 6 : 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)
Library Clerk

CNMTF 7 : Rs 27265 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 - 47950

Technician

CNMTF 8 : Rs 26645 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 - 46900 x 1050 - 49000

Events Officer

CNMTF 9 : 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

CNMTF 10 : 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 Procurement and Supply Officer (New Grade)

CNMTF 11 : 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 - 52300

Performing Artiste (New Grade)

CNMTF 12 : 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 – 52300 QB 53400 x 1100 - 54500 x 1450 – 55950

Piano Accompanist

CNMTF 13: 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

Assistant Financial Operations Officer/Financial Operations Officer

CNMTF 14 : 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

CNMTF 15 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

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

CNMTF 16 : 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

CNMTF 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 - 60600

Graphic Designer (New Grade)
ICT Technician

CNMTF 18 : 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 QB 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Music Tutor

CNMTF 19 : 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

Administrative Secretary
Curator
Public Relations Officer

CNMTF 20 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Head, Music Department

CNMTF 21 : Rs 130000

Director

15. CONSTRUCTION INDUSTRY AUTHORITY

15.1 Following the proclamation of the Construction Industry Authority (CIA) Act 2023 (subsequently operational as from 01 April 2024), the Construction Industry Development Board (CIDB) has been replaced by the Construction Industry Authority. The Authority has been conferred with the power to take over the roles and responsibilities of the CIDB along with that of the Building Control Advisory Council with enlarged powers to develop, promote, facilitate, regulate and transform this Sector for a safe, sustainable and smart Mauritius.

15.2 Its main objectives are, *inter alia*, to: regulate and promote the sustainable development of the construction industry; formulate and develop policies and standards for safe, efficient, high quality, cost-effective, climate resilient and sustainable construction of buildings; and promote training and capacity building as well as the use of emerging technologies and new methods and techniques in the construction industry.

15.3 The activities of the CIA are dispensed through three Units namely Technical; Training; and Administration. As stipulated in the Act, the proper administration and management of the functions and affairs of the Authority befalls a General Manager. Officers of the defunct CIDB who have been integrated on its establishment under the same terms and conditions as previously continue to service the organisation. The Building Control Advisory Council has no dedicated staff and in the absence of support staff, these services are being provided by officers of the parent Ministry.

15.4 To cope with the expanded functions and responsibilities of the CIA, Management's submissions are geared towards reinforcing its organisation structure through the creation of additional levels and provision of duty free facilities. Subsequent to the meeting, Management transmitted a correspondence that the Board approved the creation of only a few grades, on priority basis.

15.5 After examining the proposals, we are strengthening the existing structure of the Authority to enable it to deliver on its responsibilities and functions. We are, thus, making appropriate provisions in the ensuing paragraphs.

General Manager (New Grade)

Recommendation 1

15.6 We recommend the creation of a grade of General Manager against abolition of the grade of Executive Director. Appointment thereto should be made by selection from among Registered Professional Engineers in the field of Civil Engineering or Architecture or Quantity Surveying possessing a Master's Degree in Management or an equivalent qualification and reckoning at least 10 years' experience, with a minimum of five years at management level in the construction industry.

15.7 Incumbent would be required, *inter alia*, to: be responsible for the proper functioning and overall operations of the CIA; provide strategic direction for overall mission of the CIA and implement the directives and other decisions taken by the CIA Board; provide executive leadership and direction to the operating units; manage the financial results of the Authority and ensure a robust business plan; and actively engage in creating collaborative links and partnerships with organisations and bodies, both local and international, for the continued growth and betterment of the construction industry.

Accountant (New Grade)

Recommendation 2

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

15.9 Incumbent would be required, among others, to: be responsible to the Manager, Corporate Services for all financial and accounting business of the Authority and for the day-to-day running of the Finance Section; ascertain that statutory provisions and internal regulations relating to the financial management of the Authority are complied with; prepare annual statutory accounts and financial statements required by funding agencies; and maintain financial records in respect of capital projects.

IT Analyst (New Grade)

Recommendation 3

15.10 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties to be performed 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)

15.11 Management canvassed for the creation of a grade of Procurement and Supply Officer to handle procurement matters of the Authority. To enable delivery of service, we are recommending in that direction.

Recommendation 4

15.12 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 together with 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.

15.13 Incumbent would be required to, *inter alia*: advise Management on procurement and supply operations; manage and monitor all transactional procurement; ensure timely preparation of procurement plans for projects and monitor their

implementation; 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 General Manager; and perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with regulations in force.

Technical Officer
formerly Technical Coordinator

15.14 Representation was made for the restyling of the grade of Technical Coordinator since the duties and the qualifications requirement of the grade are similar to those of Technical Officers in other organisations. A scrutiny of the Job Description Questionnaires justified the proposal and we are, therefore, restyling the grade.

Recommendation 5

15.15 We recommend that the grade of Technical Coordinator be restyled Technical Officer.

Mode of Appointment - Confidential Secretary

15.16 Following Management's proposal, a grade of Confidential Secretary was created in the last PRB Report to serve the defunct CIDB. The post could, however, not be filled in view of a technical discrepancy observed in the qualifications requirement of the grade wherein they sought legal advice. To address this issue, the proposed scheme of service was submitted to the Bureau on an *adhoc* basis for consideration. As the grade cuts across the Public Sector and in view of the repercussions, the issue has been looked into holistically. **Henceforth, the mode of appointment to the grade of Confidential Secretary should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

15. CONSTRUCTION INDUSTRY AUTHORITY
SALARY SCHEDULE

CIA 1 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Handy Worker/Driver

CIA 2 : 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/Receptionist

CIA 3 : 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
formerly Clerical Officer/Higher Clerical Officer

15. CONSTRUCTION INDUSTRY AUTHORITY (Contd)

CIA 4 : 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

CIA 5 : 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

CIA 6 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer (New Grade)

CIA 7 : 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

Administrative Assistant
ICT Technician
Technical Officer
formerly Technical Coordinator

CIA 8 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

CIA 9 : 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

IT Analyst (New Grade)
Technical Executive

CIA 10 : 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

Accountant (New Grade)

CIA 11 : Rs 82250 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Manager, Corporate Services
Manager, Technical Services

CIA 12 : Rs 138000

General Manager (New Grade)

16. CREOLE SPEAKING UNION

16.1 The Creole Speaking Union (CrSU), a body corporate operating under the *aegis* of the Ministry of Arts and Culture, is mandated to promote the Creole language in its spoken and written forms. It provides facilities for the exchange of views affecting the interest, wellbeing, development, relationships and common problems of the Creole-speaking people of the world; and promotes and encourages 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.

16.2 At present, the grades of Word Processing Operator and Driver/Office Attendant exist on the establishment of the CrSU. We have, in the context of this review, received proposals, among others, for the payment of allowances, recruitment of additional staff in the grade of Word Processing Operator, and creation of certain grades to provide support in administrative, human resources and procurement functions.

16.3 During the consultative meeting, Management was provided with appropriate explanations as to why the request for the additional allowance could not be retained. To further examine some of the proposals, additional information/justifications were sought from Management.

16.4 After examination of the proposals in the light of the additional information submitted by Management, we are reinforcing the existing organisation structure with the creation of a level of Management Support Officer.

Management Support Officer (New Grade)

16.5 Management has submitted that currently only the grade of Word Processing Operator is filled and that with the expansion in the activities of the CrSU, the need is now felt for a level of Management Support Officer to provide support in administrative, procurement and human resource functions as well as exercise supervisory functions. Based on the strength of the justifications submitted, we are creating the grade of Management Support Officer on the establishment of the CrSU.

Recommendation 1

16.6 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.

16. CREOLE SPEAKING UNION

SALARY SCHEDULE

CrSU 1 : **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
formerly Driver/Office Attendant

CrSU 2 : **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

CrSU 3 *:* **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)

17. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

17.1 Operating under the *aegis* of the Ministry of Education and Human Resource, the Early Childhood Care and Education Authority (ECCEA) envisions to provide quality preschool education within a safe, inclusive and child friendly environment.

17.2 Its main functions are, *inter alia*, to 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 implement policies of Government with regard to early childhood care and education.

17.3 A Director is at the helm of the ECCEA and is responsible to the Board for the execution of the corporate objectives of the Authority as well as for the control and management of its day-to-day business. The core staff consists of officers in the grades of Teacher/Senior Teacher, Assistant Coordinator, Coordinator, and Attendants posted in pre-primary schools while the administrative section includes officers at professional and support level.

17.4 Both Management and staff side made proposals taking into account the introduction of a Grant-In-Aid (GIA) Scheme in the pre-primary education sector. Common representations of the Unions and Management pertain to, among others, the creation of an array of grades and upward review of salary scale of teaching staff. Other proposals made by Unions are mainly related to compensation for working after normal school hours and an increase in the number of existing posts. Management also made submissions for amending the qualifications requirement of the grade of Teacher/Senior Teacher. Appropriate explanations were provided during consultative meetings, particularly on requests which could not be retained.

17.5 In the Budget Speech for Financial Year 2025/26, it was announced that the GIA Scheme will be reviewed. Subsequently, in October 2025, Cabinet agreed to the setting up of an Inter-Ministerial Committee under the chair of the Ministry of Education and Human Resource in view of the representations received at the level of the parent Ministry regarding the GIA Scheme. Pending decision of the Inter-Ministerial Committee, we are providing a few grades to enable the organisation to function smoothly. Eventually, should the ECCEA require additional levels, following a decision by the Inter-Ministerial Committee, it may, on a needs basis, submit its request for consideration through established procedures.

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

17.6 The Bureau has been apprised that there has been an increase in human resource issues at the ECCEA, namely to process the salary, leaves, among others, from both the Authority and the private pre-primary sector. Management has requested for the creation of a grade of HR Manager to ensure that human

resource policies, rules, regulations and procedures are properly interpreted and consistently applied.

17.7 Whilst examining the proposal, it has been observed that the Human Resource Management Officer of the ECCEA is required, among others, to assist in the implementation of human resource strategies, policies and practices in line with applicable laws, regulations and best HR practices. In view thereof, the creation of a supervisory level of HR Manager is not warranted. However, we are of the view that there is need for a grade at support level. We are, therefore, providing for a level of Human Resource Officer/Senior Human Resource Officer.

Recommendation 1

17.8 We recommend the creation of a grade of Human Resource Officer/ Senior Human Resource Officer. Appointment thereto and the duties should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

17.9 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 Chapter on Observations and General Provisions of this Volume**.

Office Management Assistant (New Grade)

17.10 Currently, there exist the grades of Clerk/Word Processing Operator and Management Support Officer on the establishment of the ECCEA and these officers are posted in the Head Office. The Bureau has been informed that with an increase in administrative work, there is need for a grade to perform higher level duties than those of the Management Support Officer. The moreso, that there is a grade of Executive Officer (Personal) which would be abolished on vacancy. We are, thus, creating a grade of Office Management Assistant.

Recommendation 2

17.11 We recommend the creation of a grade of Office Management Assistant. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Psychologist (ECCEA)
formerly Child Psychologist (ECCEA)

Recommendation 3

17.12 We recommend that the grade of Child Psychologist (ECCEA) be restyled Psychologist (ECCEA).

Teacher/Senior Teacher

Recommendation 4

17.13 We recommend that officers in the grade of Teacher/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.

Allowance for working with children in ZEP schools

17.14 Teacher/Senior Teachers and Attendants posted in the pre-primary branch of a "Zone d'Education Prioritaire" (ZEP) school are paid a monthly allowance in view of the extra effort put in for the education of the children. We are, in this Report, reviewing the quantum of the allowance.

Recommendation 5

17.15 We recommend that the monthly ZEP Allowance payable to staff of the ECCEA posted in the pre-primary branch of the ZEP schools be revised as follows:

Grade	Monthly ZEP Allowance (Rs)
Teacher/Senior Teacher	**2310**
Attendant	**840**

Allowance for working in Specialised Schools

17.16 A monthly allowance is paid to Teacher/Senior Teachers who are seconded for duty at the Lois Lagesse Trust Fund or posted in other specialised schools to give specialised care and attention to children with special needs. We are revising the quantum.

Recommendation 6

17.17 We recommend that the monthly allowance payable to Teacher/Senior Teachers, 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 1040.

Abolition of Grades

17.18 Management has submitted that the grades of Stores Attendant (Ex SMEDA) (Personal), Caretaker (Personal to employees in post as at 30.06.93) and Purchasing and Supply Officer (Personal) are vacant and would no longer be required. **These grades are, therefore, being abolished.**

17. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

SALARY SCHEDULE

ECCEA 1 : **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965**

Attendant

ECCEA 2 : **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**

Handy Worker

ECCEA 3 : **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**

Stores Attendant

ECCEA 4 : **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
formerly Office Care Attendant

ECCEA 5 : **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
formerly Driver/Office Attendant

ECCEA 6 : **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

ECCEA 7 : **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
Statistical Clerk

ECCEA 8 : **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 - 42050 QB 43020 x 970 - 46900 x 1050 - 47950**

Teacher/Senior Teacher

ECCEA 9 : **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

ECCEA 10: **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
Executive Officer (Personal)

17. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)

ECCEA 11: **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 - 51200**

Assistant Coordinator (ECCEA)

ECCEA 12: **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

ECCEA 13: **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Procurement and Supply Officer

ECCEA 14: **Rs 27905 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**

Social Worker (ECCEA)

ECCEA 15: **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 (New Grade)

ECCEA 16: **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)

ECCEA 17: **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**

Financial Operations Officer/Senior Financial Operations Officer

ECCEA 18: **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
Resource Centre/Documentation Officer

ECCEA 19: **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

ECCEA 20: **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**

Coordinator (ECCEA)

17. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)

ECCEA 21: **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**

Human Resource Management Officer
IT Analyst
formerly IT Officer
Psychologist (ECCEA)
formerly Child Psychologist (ECCEA)

ECCEA 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 - 86750**

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

ECCEA 23: **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Administrative Secretary

ECCEA 24: **Rs 130000**

Director

18. EMPLOYEES' WELFARE FUND

18.1 Established as a corporate body in 1995, the Employees' Welfare Fund (EWF) operates under the *aegis* of the Ministry of Finance. Its prime objects are to manage the financial and other resources of the Fund and cater for the welfare, leisure and recreational needs of employees working in the public and private sectors and their families.

18.2 The structure of the EWF provides for a General Manager at the apex, who is responsible for the smooth running of the Fund and the execution of the policies of the Board. He is supported in his tasks by a Deputy General Manager as well as an array of technical, professional and support staff at various levels. The EWF also has an office in Rodrigues.

18.3 For this review, Union and Management have many proposals in common and these pertain, among others, to the creation of several levels to reinforce the Finance, Procurement and Supply, Information Technology, Human Resource and Project and Welfare Units. In addition to these common proposals, Management also requested for the review of the schemes of service of several grades including that of the Deputy General Manager.

18.4 Both parties were apprised during the consultative meetings of the reasons as to why certain of the proposals could not be retained. Based on organisational requirements, we are further enhancing the structure with the creation of the grades of Procurement and Supply Officer, Assistant Procurement and Supply Officer, Welfare Support Officer, Public Relations Officer and Clerical Officer (Rodrigues). We are also providing for the grade of Gardener as well as enlarging the qualifications requirement of the grade of Deputy General Manager.

Procurement and Supply Unit

18.5 It has been submitted that there is no dedicated grade at the EWF to look after its procurement and supply functions. As such, there is need for the creation of appropriate levels in the Procurement and Supply Cadre to be responsible for these functions and be in conformity with the principles of good governance as well as the requirements of the Public Procurement Act. We are, accordingly, providing for the levels of Procurement and Supply Officer and Assistant Procurement and Supply Officer.

Procurement and Supply Officer (New Grade)

Recommendation 1

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

18.7 Incumbent would be required to, *inter alia*, be responsible for procurement and supply, storekeeping and stock control duties; advise the Board on matters relating to procurement and supply management; flag non-compliance and misinterpretation of existing rules and regulations; and assist in formulating proposals to review procurement procedures.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 2

18.8 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.

Welfare Support Officer (New Grade)

18.9 The Project and Welfare Department is presently manned by a Project and Welfare Manager and Technical Officer (Personal). In view of the increase in project and welfare activities, which is one of the core functions of the EWF, a case has been made for the creation of a level to provide necessary assistance to the officers at professional level. On this basis, we are providing for the grade of Welfare Support Officer which should be filled upon complete phasing out of the grade of Technical Officer (Personal).

Recommendation 3

18.10 We recommend:

(i) the creation of a grade of Welfare Support Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Management or Communication or Marketing or Social Studies or an equivalent qualification and reckoning at least two years' relevant experience; and

(ii) that the grade should only be filled upon complete phasing out of the grade of Technical Officer (Personal).

18.11 The Welfare Support Officer would be required, *inter alia*, to: provide assistance in the Project and Welfare Unit; prepare daily, weekly and monthly plan of activities as per departmental objectives; assist in the identification, planning and organisation of welfare awareness activities and projects throughout the island; prepare follow-up and monitoring reports; and liaise with Government Agencies, Non-Governmental Organisations and Welfare Funds in view of developing collaborative partnerships for the identification and implementation of welfare projects and schemes.

Public Relations Officer (New Grade)

18.12 Both Management and Union have requested for the creation of a grade of Communication and Public Relations Officer at degree level to manage the

internal and external communication of the EWF. However, the Bureau considers 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 is recommending accordingly.

Recommendation 4

18.13 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 and reckoning at least five years' experience in the field of communication.

18.14 Incumbent would be required, among others, to: assist in developing a communication and PR strategy; promote internal and external communication; assist in the formulation of a comprehensive PR and media plan; organise communication and public relations events; assist in the preparation of publications of the Fund; co-ordinate events and activities related to the Fund; and provide assistance to EWF clients and any other visitor.

Clerical Officer (Rodrigues) (New Grade)

18.15 The EWF has an office in Rodrigues, and the number of clients visiting the office is on the rise. To ensure effective service delivery there, Management requested for the creation of the grades of Clerical Officer/Higher Clerical Officer and Management Support Officer. We are, on the basis of functional need, providing for the first level.

Recommendation 5

18.16 We recommend the creation of a grade of Clerical Officer (Rodrigues). 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 Principle of Accounts; and a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".

18.17 Incumbent would be required, *inter alia*, to perform duties of a clerical nature including the preparation, scrutiny and processing of straightforward document and records; prepare simple documents; arithmetical work; registry work; simple finance and procurement work under supervision; draft replies to simple correspondence; perform simple data entry and updating of information in a computer; carry out simple research work in connection with official documents; and deal with members of the public, as and when required.

Gardener (New Grade)

18.18 The EWF has implemented two major projects namely the Sodnac Wellness Park and the St. Felix Recreational Park in accordance with its welfare function. Presently, the maintenance and cleaning of the green spaces, nursing of plants and lawn mowing at these wellness parks are being carried out by the Handy Workers. Management has, however, submitted that there is need for a dedicated grade of Gardener to carry out, among others, duties pertaining to potting, layering, grafting, sowing and other plant propagation practices. In view of functional need, the Bureau is making appropriate recommendation.

Recommendation 6

18.19 We recommend the creation of a grade of Gardener. Appointment thereto should be made by selection from among serving officers on the permanent and pensionable establishment of the EWF who possess the Certificate of Primary Education or Primary School Achievement Certificate and reckon at least four years' experience in gardening and nursery techniques.

18.20 Incumbent would, among others, be responsible for the spraying, pruning and maintenance of plants including endemic plants; general cleaning using different tools and equipment; preparing beds for sowing seeds; and carrying out regular trimming of trees and use gardening techniques including application of insecticides, pesticides and fertilisers to maintain different types of plants.

IT Analyst/Senior IT Analyst
formerly IT Officer

18.21 Both Management and the staff side have requested for a grade of IT Manager to better manage the IT Services. The Bureau did not accede to the request for technical reasons. However, upon examination of the duties and responsibilities of the existing grade of IT Officer, we are restyling it to an appellation which is reflective of the nature thereof.

Recommendation 7

18.22 We recommend that the grade of IT Officer be restyled IT Analyst/Senior IT Analyst. This element has been reflected in the recommended salary of the grade.

Scheme of Service - Deputy General Manager

18.23 A proposal has been made for the entry requirement of the grade of Deputy General Manager to be amended such that candidates with both financial and non-financial qualifications may apply for the post. During consultation, Management was informed that the field of study under the qualifications requirement of the grade should be enlarged to be in line with that of the General Manager, to which it was agreeable. We are recommending accordingly.

Recommendation 8

18.24 We recommend that the scheme of service of the grade of Deputy General Manager should be amended so that, in future, appointment thereto should be made by selection from among candidates possessing a pass at the final examination required for admission to membership of a recognised professional accounting body; a postgraduate Degree in Finance, Economics, Administration and/or Management; and reckoning at least five years' post-qualification experience in a senior position.

18. EMPLOYEES' WELFARE FUND

SALARY SCHEDULE

EWF 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

EWF 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener (New Grade)

EWF 3 : 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
formerly Office Attendant

EWF 4 : 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
formerly Driver/Office Attendant

EWF 5 : 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/Public Relations Assistant
Receptionist/Telephone Operator

EWF 6 : 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
formerly Clerical Officer/Higher Clerical Officer
Clerical Officer (Rodrigues) (New Grade)

EWF 7 : 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

18. EMPLOYEES' WELFARE FUND (Contd)

EWF 8 : 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

Finance and Loan Officer

EWF 9 : 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
Assistant Procurement and Supply Officer (New Grade)

EWF 10 : 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

EWF 11 : 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

EWF 12 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer (New Grade)

EWF 13 : 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
formerly Higher Executive Officer

EWF 14 : 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

Senior Finance and Loan Officer

EWF 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

Legal Support Officer
Public Relations Officer (New Grade)
Welfare Support Officer (New Grade)

EWF 16 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Administrative Assistant

18. EMPLOYEES' WELFARE FUND (Contd)

EWF 17 : Rs 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

ICT Technician (Roster)

EWF 18 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Accounting Technician/Senior Accounting Technician

EWF 19 : 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

Administrative Secretary
Chief Finance and Loan Officer
Human Resource Management Officer
Legal Management Officer
Project and Welfare Management Officer
Technical Officer (Personal)

EWF 20 : 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 IT Officer

EWF 21 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

EWF 22 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Manager
Project and Welfare Manager

EWF 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy General Manager

EWF 24 : Rs 150000

General Manager

19. ENGLISH SPEAKING UNION

19.1 Established as a body corporate by the English Speaking Union (ESU) Act, the ESU operates under the Ministry of Arts and Culture to develop, promote and promulgate the English language.

19.2 The objects of the ESU are to, *inter alia*: provide facilities for the exchange of views affecting the interest, wellbeing, development, relationships and common problems of the English-speaking peoples of the world; and promote and encourage the linguistic development among persons having an interest in the English language with special emphasis on the cultural, artistic, economic and social perspectives of the language.

19.3 As per the Act, the administration and management of the ESU shall be undertaken by an Executive Council which is headed by a President and assisted by other members. The Administrative Secretary is in charge of the day-to-day activities of the Union.

19.4 For this review, we did not receive any representation from the staff side while Management advocated for the creation of a grade of General Worker. Presently, the Union is hiring the services of a General Worker on a contractual basis. Based on the nature of duties being performed by the employee concerned, we consider the proposal of Management may be acceded to. We are, therefore, recommending accordingly.

General Worker (New Grade)

Recommendation 1

19.5 We recommend the creation of a grade of General Worker. 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.

19.6 Incumbents would be required, among others, to: clean premises; open and close offices; run errands, perform messengerial duties, distribute files and documents; operate a duplicating machine and other simple office equipment; and prepare and serve tea and refreshments.

19. ENGLISH SPEAKING UNION

SALARY SCHEDULE

ESU 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)

19. ENGLISH SPEAKING UNION (Contd)

ESU 2 : 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
formerly Office Attendant

ESU 3 : 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

ESU 4 : 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

Administrative Secretary

20. FINANCIAL INTELLIGENCE UNIT

20.1 The Financial Intelligence Unit (FIU), which was established as a statutory body in 2002, operates under the Ministry of Financial Services and Economic Planning. It serves as the country's central agency responsible for the request, receipt, analysis and dissemination of financial information regarding suspected proceeds of crime and alleged money laundering offences as well as the financing of any activity or transaction related to terrorism, to relevant authorities. In addition, it is the designated regulatory body for the real estate sector, jewellery sector and legal professionals including law firms.

20.2 Some of the key functions carried out by the FIU to achieve its mission include: collecting, processing, analysing and interpreting all information disclosed to it and obtained by it; informing, advising and co-operating with the investigatory and supervisory authorities, Counterterrorism Unit and Registrars; issuing guidelines to members of a relevant profession or occupation falling under its purview on measures to combat money laundering, financing of terrorism and proliferation; issuing guidelines to auditors, reporting persons and internal controllers of credit unions and exchanging information with overseas financial intelligence units.

20.3 The Director, who is at the helm of the FIU, is responsible for its day-to-day activities and is assisted by a complement of staff in professional, technical and supporting grades. It is to be noted that much after the deadline set for the holding of meetings, Management requested for a hearing at the Bureau. Due to our tight schedule, we could not accede to the request but instead, invited the latter to submit its proposal in writing for consideration by the Bureau.

20.4 We consider the present set up to be adequate and are, therefore, maintaining it.

20. FINANCIAL INTELLIGENCE UNIT

SALARY SCHEDULE

FIU 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

General Assistant

FIU 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
formerly Driver/General Assistant

FIU 3 : Rs 27585 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 - 55950

Assistant Office Secretary
Data Processing Assistant

20. FINANCIAL INTELLIGENCE UNIT (Contd)

FIU 4 : 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

FIU 5 : 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 - 58850 x 1750 - 60600

Office Secretary

FIU 6 : Rs 33600 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

Data Intelligence Assistant

FIU 7 : 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

Intelligence Officer/Senior Intelligence Officer

FIU 8 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager, Financial Operations

FIU 9 : Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Analyst (Operations)

FIU 10 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager

FIU 11 : 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 - 99750

Corporate Affairs Manager
Legal Manager

FIU 12 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Financial Intelligence Analyst
Head, Compliance

FIU 13 : Rs 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 138000

Senior Financial Intelligence Analyst

20. FINANCIAL INTELLIGENCE UNIT (Contd)

FIU 14 : Rs 150000

Assistant Director

21. FINANCIAL REPORTING COUNCIL

21.1 The Financial Reporting Council (FRC) was statutorily set up as a body corporate under the Financial Reporting Act 2004. It falls under the umbrella of the Ministry of Financial Services and Economic Planning and is mainly responsible for bringing corporate confidence in auditing, financial and non-financial reporting among users of financial statements.

21.2 Some of the core activities undertaken by the FRC in pursuance of its mission are to: issue license to individuals to practice as auditors; maintain a register of licensed auditors; monitor the practice of auditors with a view to maintaining high standards of professional conduct; monitor the annual reports of public interest entities (PIEs) and enforce compliance with International Financial Reporting Standards as well as monitor compliance by PIEs with the reporting requirements specified in the Code of Corporate Governance. It also provides advisory, consultancy and informational services on any matter related to its functions.

21.3 A Chief Executive Officer assumes overall responsibility for the effective administration and operational management of the FRC. He is supported in the performance of his duties by officers serving in professional, technical and supporting grades. We have, in the course of this review, received submissions from Union and Management for the creation and restyling of grades; upgrading of salary; provision of parking benefits; and overseas training.

21.4 Overall, we consider the existing structure at the FRC to be adequate to enable it to meet its functional requirements. In the circumstance, the structure in place is being maintained.

Movement beyond top

21.5 In accordance with provisions in place, Technical Officers, Senior Financial Executives and Assistant Technical Executives are allowed to move beyond the top of their respective salary scale subject to satisfying certain criteria. These provisions still hold good.

Recommendation 1

21.6 We recommend that:

(i) officers in the grade of Technical Officer who:

(a) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Finance or Accounting or ACCA Fundamentals (Skills) or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 58850 on a personal basis; and

(b) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above

mentioned qualification after that date AND those who joined the grade as from the date of the publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;

(ii) officers in the grade of Senior Financial Executive who:

(a) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 75500 on a personal basis; and

(b) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of the publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;

(iii) officers in the grade of Assistant Technical Executive who have reached their top salary should be allowed to move incrementally in the Master Salary Scale up to salary point Rs84500,

provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Specific Provision for the grade of Human Resource Officer/Senior Human Resource Officer

21.7 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 Chapter on Observations and General Provisions of this Volume.**

21. FINANCIAL REPORTING COUNCIL

SALARY SCHEDULE

FRC 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
formerly Office Attendant

21. FINANCIAL REPORTING COUNCIL (Contd)

FRC 2 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Senior Office Attendant (Personal)

FRC 3 : 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
formerly Driver/Messenger

FRC 4 : 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 (New Grade)

FRC 5 : 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/Telephonist

FRC 6 : 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

FRC 7 : 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

FRC 8 : 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

FRC 9 : 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
Technical Officer

FRC 10 : 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)

FRC 11 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Human Resource Executive (Personal)

21. FINANCIAL REPORTING COUNCIL (Contd)

FRC 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 x 1750 - 60600

ICT Technician

FRC 13 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Senior Financial Executive

FRC 14 : 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

Administrative Secretary

FRC 15 : 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

Assistant Technical Executive

FRC 16 : Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Technical Executive

FRC 17 : Rs 110000 x 4000 - 122000

Manager

FRC 18 : Rs 138000

Chief Executive Officer

22. FISHERMEN WELFARE FUND

22.1 The Fishermen Welfare Fund is a corporate body established under the Fishermen Welfare Fund Act 2000 and operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries. It is committed to promote a high-quality and cost-effective service and to alleviate poverty in the fishers' community.

22.2 The Fund's main objectives are to: advance and promote the welfare of registered fishermen and their families; develop schemes and projects for the welfare of registered fishermen; and to manage and optimise the financial and other resources of the Fund to further the social and economic welfare of fishermen, among others.

22.3 While the Board is vested with the administration and control of the affairs of the Fund, the Secretary, who is the Officer-in-Charge, is responsible for the day-to-day management and implementation of the Board's policies/decisions. The various activities of the Fund are carried out by officers belonging to different grades falling under the areas of administration, finance and welfare.

22.4 No representation was received from the staff side. The proposals of Management were mainly focussed on restyling and upgrading of certain grades owing either to an increase in overall activities or performing additional duties in a different area. We consider that in such case, it is more appropriate to grant an *adhoc* or Responsibility Allowance.

22.5 Demands were also made for reviewing the fees payable to Board members and maintaining the allowance payable to the General Worker, among others. Regarding the first request, this does not fall within the Bureau's ambit. With respect to the second one, this has been addressed in the Report.

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

22.6 Management has laid emphasis on the need to restyle the grade of Financial Operations Officer to a more appropriate appellation owing to an evolution in the work processes and an increase in responsibilities befalling incumbent. The latter is required to apply new set of standards, prepare and consolidate financial statements for onward submission to the Government, among others.

22.7 After examining the Job Description Questionnaire we consider that there is ground for a restyling of the grade to properly reflect the level of responsibilities devolving thereupon. We are, therefore, recommending accordingly.

Recommendation 1

22.8 We recommend that the grade of Financial Operations Officer be restyled Financial Operations Officer/Senior Financial Operations Officer and the scheme of service of the grade be revisited to include duties which normally

devolve upon a Financial Operations Officer/Senior Financial Operations Officer in the Public Sector.

Driver/Office Auxiliary
formerly Driver/Office Attendant

General Worker

22.9 At present, provision exists for the payment of an allowance to the General Worker for performing a few duties which normally devolve upon an Office Auxiliary/Senior Office Auxiliary *formerly Office Attendant* or Driver/Office Auxiliary *formerly Driver/Office Attendant* in the Parastatal Bodies. During consultations, Management requested for its continued payment as the General Worker is still performing these additional duties.

22.10 While examining the request and supplementary information obtained from Management, we noted that following the merging of the grades of Driver and Office Attendant, an appropriate scheme of service was not framed in respect thereof. Moreover, after studying the Job Description Questionnaire filled in by the Driver/Office Auxiliary *formerly Driver/Office Attendant* and General Worker in the context of this Report, we observed that the former indeed does not normally perform messengerial duties which should generally devolve upon him. As a result, the General Worker is being called upon to perform duties befalling an Office Auxiliary/Senior Office Auxiliary *formerly Office Attendant*, over and above his normal duties against payment of an allowance.

22.11 The above practice is inappropriate and we consider that a proper scheme of service for the grade of Driver/Office Auxiliary *formerly Driver/Office Attendant* should be framed, in line with what obtains in other Parastatal Bodies and that the payment of the allowance to the General Worker should be maintained.

Recommendation 2

22.12 We recommend that Management should come up with a scheme of service for the grade of Driver/Office Auxiliary *formerly Driver/Office Attendant*, in line with what obtains in parastatal bodies, within a time frame of up to three months as from the date of the publication of this Report.

22.13 We further recommend that the General Worker should continue to be paid an allowance equivalent to three increments at the salary point reached, for performing duties which normally devolve upon an Office Auxiliary/Senior Office Auxiliary, *formerly Office Attendant*, until the prescription of the revised scheme of service of the grade of Driver/Office Auxiliary, *formerly Driver/Office Attendant* or up to a maximum period of three months as from the date of the publication of this Report, whichever is the earlier.

22. FISHERMEN WELFARE FUND

SALARY SCHEDULE

FWF 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

FWF 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
formerly Driver/Office Attendant

FWF 3 : 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

FWF 4 : 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

FWF 5 : Rs 27905 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 - 51200

Welfare Development Officer

FWF 6 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

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

FWF 7 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Secretary

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

23.1 Established under the Food and Agricultural Research and Extension Institute (FAREI) Act 2013, the FAREI is a corporate body operating under the purview of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division). Besides coordinating, stimulating and harmonising research activities, it also aims at introducing, developing and promoting innovative technologies in the food and non-sugar agricultural sector.

23.2 Its activities are carried out under three Departments namely Crop, Livestock, and Extension and Training. The organisation is headed by a Chief Executive Officer who is assisted by a Director and Assistant Directors. The core functions are carried out by officers in scientific and technical grades, while officers in the General Services Cadre, among others, provide support services. As per the organigram, each Department falls under the responsibility of an Assistant Director, who reports to the Director. The latter in turn is accountable to the Chief Executive Officer.

23.3 For this review, the main submissions from the Unions and Management were geared towards: creation/restyling/upgrading of grades; increasing the establishment size of certain grades; setting up of new units/divisions; reviewing upward the qualifications requirement of some positions; and amending schemes of service. Certain grades have been created where found justified, while a few issues should be dealt with administratively.

23.4 With regard to requests made for a review of the mode of appointment of a few grades, the Bureau considers that proposed major change(s) that would be brought thereto may best be addressed outside a review exercise, thereby allowing for proper consultations between Management and Unions. In some cases, where deemed essential, the requirement for specific skills and experience in particular areas that would be of relevance to perform the duties of the grade may be included.

23.5 A common representation was received from three Unions namely that the salaries of all grades at FAREI should be reviewed upward since its Board has now been classified under Category “A”. They were explained that the categorisation of the Board does not have any bearing on the salary of the employees.

23.6 Demands were also made towards the revision of the quantum payable in respect of certain allowances and to grant new ones, coupled with an enhancement in the Conditions of Service. These have been examined from a general perspective. For issues that could not be retained, the Union members were provided relevant information thereto related.

23.7 Moreover, at the request of Unions/staff, five site visits have been conducted namely, at Curepipe Livestock Research Station, Wooton Crop Research Station, Mushroom Unit and St Pierre and Montagne Longue Extension Units. This exercise enabled the Bureau to take cognisance *de visu* of certain inherent aspects of the work of grades concerned, which normally cannot be easily captured in the Job Description Questionnaires. The findings of these site visits as well as surveys carried out in the context of this Report were also taken on board prior to arriving at the recommendations.

23.8 After examining all the proposals, we are, among others, providing for an additional level and new allowances to certain grades, while restyling other positions. These are detailed in the ensuing paragraphs.

Public Relations Officer (New Grade)

23.9 Management apprised that following the diversification in the functions of FAREI, the organisation is regularly being requested to address and interact with the media with a view to promoting and marketing the organisation's products and services. In this context, Management advocated for the creation of a grade of Communication Officer to manage internal and external communications. A scrutiny of the nature and level of duties proposed for the grade has shown that an appellation of Public Relations Officer with a diploma as qualification requirement, would be more appropriate. We are, therefore, recommending along these lines.

Recommendation 1

23.10 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 Public Relations or Media and/or Communication or Journalism or an equivalent qualification and reckoning at least two years' experience in the field of media and/or communication.

23.11 Incumbent would be called upon to, *inter alia*: develop and implement an effective communication plan to align with FAREI's mandate; maintain corporate image of FAREI through consistent messaging across all communication channels; create social media content and campaigns for stakeholders and target audiences; develop creative and engaging content for FAREI's website, social media platforms and other digital channels as well as manage external and internal communication, including media relations and press releases.

Manager, Finance

23.12 At present, the grade of Manager, Finance is filled by selection from among candidates possessing a pass at the final examination required for admission to membership of one of the accounting bodies and possessing a minimum of five years' experience in management of financial resources. We noted that the qualification requirement is not as stipulated in the Financial Reporting Act, which

requires registration with the Mauritius Institute of Professional Accountants (MIPA). We are, therefore, providing for an amendment accordingly.

Recommendation 2

23.13 We recommend that the grade of Manager, Finance should be filled by selection from among candidates possessing a pass at the final examination required for admission to membership of one of the professional accounting bodies and who are registered with the Mauritius Institute of Professional Accountants, in accordance with Section 51 of the Financial Reporting Act.

Office Management Assistant

23.14 While perusing the scheme of service of different grades, we observed that the mode of appointment to the grade of Office Management Assistant is not in line with the recommendation made by the Bureau.

23.15 We, therefore, urge Management to review the mode of appointment of the grade of Office Management Assistant as per the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Incremental Movement in the Master Salary Scale

23.16 At present, officers in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Human Resource Officer/Senior Human Resource Officer are allowed to move incrementally beyond their top salary in the Master Salary Scale, subject to satisfying certain conditions. **Recommendation related thereto has been made in the Chapter on Observations and General Provisions of this Volume.**

Extension Support Officer Cadre
formerly Extension Assistant Cadre

23.17 Both Union and Management requested for a restyling of the grades of the Extension Assistant Cadre to reflect more appropriately the duties devolving upon incumbents. Management further proposed for a restructuring of the Extension Assistant Cadre involving the merging of the grades of Extension Assistant and Senior Extension Assistant, while shifting the duties devolving on the latter to other grades, coupled with the abolition of the position of Principal Extension Assistant. The Bureau was apprised that the latter grade has never been filled and its duties are no longer relevant.

23.18 Given the various implications of such a restructuring and for harmonious industrial relations, we deem it more prudent for Management to consult the relevant stakeholders prior to embarking on the proposed restructuring and they were advised accordingly. We are, however, restyling the grades of the Extension Assistant Cadre.

Recommendation 3

23.19 We recommend that the grades of the Extension Assistant Cadre be restyled as per the table below:

From	To
Extension Assistant	**Extension Support Officer**
Senior Extension Assistant	**Senior Extension Support Officer**
Principal Extension Assistant	**Principal Extension Support Officer**

Senior Livestock Attendant
formerly Senior Stockman

Livestock Attendant (Roster)
formerly Stockman (Roster)

23.20 A common representation was made by Union and Management to restyle the grades of the Stockman (Roster) Cadre in attunement with the duties being performed by incumbents. After duly examining the request, we are reviewing the job appellations, taking into consideration what obtains for their counterparts in other quarters. Moreover, at the request of the Union, we conducted a site visit at the Curepipe Livestock Research Station, where we took cognisance of the particular conditions in which the Stockmen operate on a daily basis. **This element has been considered in arriving at the revised salaries of the grades concerned.**

Recommendation 4

23.21 We recommend that the grades of the Stockman Cadre be restyled as below:

From	To
Stockman (Roster)	**Livestock Attendant (Roster)**
Senior Stockman	**Senior Livestock Attendant**

Movement for Extension Support Officers *formerly Extension Assistants* and Research Support Officers

23.22 Extension Support Officers *formerly Extension Assistants* and Research Support Officers in post as at the eve of the publication of the 2021 PRB Report, are allowed to move incrementally in the Master Salary Scale up to salary point Rs 43500 on a personal basis, on the conditions prevailing previously, and upon satisfying set performance criteria. This provision is being maintained while the salary point revised.

Recommendation 5

23.23 We recommend that Extension Support Officers *formerly Extension Assistants* and Research Support Officers in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 55950 on a personal basis, on the prevailing conditions, provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Movement for Assistant Research Scientists

23.24 Assistant Research Scientists, in post as at the eve of the publication of the 2021 PRB Report, who possess a Degree in Agriculture or an equivalent qualification are allowed to move incrementally up to salary point Rs 61000 on a personal basis and those who joined the grade after the publication of the 2021 Report are allowed to move by one increment in the Master Salary Scale, subject to satisfying certain set performance criteria.

Recommendation 6

23.25 We recommend that officers in the grade of Assistant Research Scientist who:

(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Agriculture or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 75500 on a personal basis; and

(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional 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 Chapter on Observations and General Provisions of this Volume.

Movement for Internal Audit Officer/Senior Internal Audit Officers *formerly Internal Control Officer/Senior Internal Control Officers*

23.26 Officers in the grade of Internal Audit Officer/Senior Internal Audit Officer *formerly Internal Control Officer/Senior Internal Control Officer* are allowed to move incrementally beyond their top salary in the Master Salary Scale, subject to satisfying certain conditions. **Recommendation related thereto has been made in the Chapter on Observations and General Provisions of this Volume.**

Continuous Professional Development (CPD)

23.27 The Union pointed out during consultations and the site visit effected at Wooton Crop Research Station, that officers of the Research Scientist Cadre are actively involved in research and development and therefore, need to keep abreast of the latest developments in their respective field. They averred that no incentive is given to incumbents with respect thereto. Request was, therefore, made for this category of officers to be refunded expenses incurred in their professional development and provided additional incentives to further research at the FAREI.

23.28 With a view to improving the research capabilities of FAREI and to be attuned with Government's objective to further research on a national level, we are providing an incentive through a CPD scheme to officers who are actively involved in carrying out research.

Recommendation 7

23.29 We recommend that officers who are actively involved in carrying out research should be:

(i) paid an allowance of Rs 9240 annually, to be able to meet expenses towards their professional development. This allowance is payable on presentation of documentary evidence and is cumulative over a maximum period of three years; and

(ii) granted special leave of 10 days annually, subject to exigencies of 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.

Bad Road Allowance

23.30 Union requested for the payment of a Bad Road Allowance to officers of the Extension Unit as they use their own vehicle/motorcycle on bad roads regularly, in the performance of their duties. During the site visit at the Montagne Longue Extension Unit, we were able to note *de visu*, the types of roads namely, untarred, uneven, rough, and in some instances, muddy, that the officers are called upon to use to access their sites of work (fields). It has been averred that the condition of these roads in turn lead to a higher wear and tear/maintenance cost of their vehicle.

23.31 In the given circumstances, we hold that there is ground for the payment of a Bad Road Allowance to officers of the Extension Unit. We are providing accordingly.

Recommendation 8

23.32 We recommend that employees of the Extension Unit who regularly use their vehicles on bad roads in the performance of their duties, should be paid a monthly Bad Road Allowance as per the following table:

Grade	Monthly Bad Road Allowance
Extension Officer/Senior Extension Officer Principal Extension Officer	**Rs 970 for using their cars;** **Rs 415 for using their motorcycles; and** **Rs 275 for using their autocycles**
Extension Support Officer *formerly Extension Assistant* Senior Extension Support Officer *formerly Senior Extension Assistant* Principal Extension Support Officer *formerly Principal Extension Assistant*	**Rs 415 for using their motorcycles; and** **Rs 275 for using their autocycles**

23.33 We further recommend that officers of the Extension Support Officer Cadre *formerly Extension Assistant Cadre* would on reaching the salary point Rs 43020, be also eligible for Bad Road Allowance for regularly using their cars to perform field duties.

Allowance to General Workers

23.34 As per existing provision, General Workers posted at the Mushroom Unit are paid an allowance equivalent to one and a half increments at the initial of their salary scale for performing certain duties of rather technical nature. Since this practice is ongoing, payment of this allowance should continue. Moreover, while examining the Job Description Questionnaires of General Workers, we observed that a few of them are being called upon to perform additional duties namely, messengerial duties, on a regular basis and in turn, are being granted time-off. We consider that this mode of compensation may not be appropriate as these higher additional duties are being carried out almost daily. We are, in turn, providing a different mode of compensation to these employees.

23.35 Additionally, during the site visit effected at the Curepipe Livestock Research Station, we observed that the General Worker posted at the Milk Room is required to perform duties which do not strictly fall within the normal ones of a General Worker. We consider that there is need for an additional compensation. We are, therefore, recommending for an appropriate quantum. **Any allowance presently being paid to incumbent in this respect should, therefore, lapse with this Report.**

Recommendation 9

23.36 We recommend that General Workers who are called upon to perform additional duties should be paid allowances as per the table below:

Eligibility	Monthly Allowance (Rs)
Those posted at the Mushroom Unit who are called upon to perform duties of rather technical nature.	**1 ½ increments at the initial of their salary scale.**
Those who perform effectively office attendant duties on a regular basis	**1 ½ increments at the initial of their salary scale.**
For performing additional duties at the Milk Room	**Rs 1075**

Allowance to Handy Workers

23.37 Both Union and Management requested for the creation of an intermediate level between the grade of Handy Worker and Handy Worker (Skilled) on account of the fact that certain Handy Workers, though not possessing the required trade test certificate, are effectively being called upon, on a regular basis, to perform tasks which require certain skills and competencies in different trades.

23.38 In view of the existing structure and in line with the general framework of the Bureau, we consider that it would not be appropriate to create the proposed intermediate level. Instead, **we consider that the concerned employees may have recourse to Recognition of Prior Learning (RPL), so that they may become eligible for the grade of Handy Worker (Skilled).** In parallel, we are recommending for a compensation to these employees for using their skills and knowledge in the different trades to carry out certain duties befalling a Handy Worker (Skilled).

Recommendation 10

23.39 We recommend that Handy Workers who are regularly and effectively performing duties which require specific skills/competencies/knowledge in a particular trade(s), be paid a monthly allowance equivalent to one and a half increments at the initial of their salary scale.

Allowances

23.40 A few allowances are being paid to certain employees of different grades for performing additional duties. Since we consider payment of these allowances to be still valid, we are maintaining same, but with a revised quantum.

Recommendation 11

23.41 We recommend that eligible officers should be paid an allowance as per the table below:

Grade	Eligibility	Recommended Revised Quantum
Research Support Officer Senior Research Support Officer	Those of the Livestock Section posted in outstations on a roster basis for performing additional duties such as ensuring that procedures regarding milking, feeding of livestock and maintaining of sheds in appropriate hygienic conditions are properly adhered to.	Research Support Officer: Rs 550 Senior Research Support Officer: Rs 675 per month
Research Support Officer	Whenever required to perform duties of Transport Organiser.	Rs 120 per day
Handy Worker (Skilled)	For performing additional duties pertaining to other trades.	Rs 665 per month
Driver	Those Drivers who are required to drive on a regular basis vehicles of more than 3.5 tons but less than 5 tons.	Rs 470 per month

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

SALARY SCHEDULE

FAREI 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

23. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI) (Contd)

FAREI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

FAREI 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

FAREI 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener/Nursery Attendant
Chemical Sprayer Operator
formerly Insecticide Sprayer Operator
Research Facility Attendant

FAREI 5 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160

Irrigation/Pump Operator (Roster)

FAREI 6 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Livestock Attendant (Roster)
formerly Stockman (Roster)

FAREI 7 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener/Nursery Attendant

FAREI 8 : 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
formerly Office Attendant/Caretaker

FAREI 9 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

FAREI 10 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

23. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI) (Contd)

FAREI 11 : **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**

Handy Worker (Skilled)

FAREI 12 : **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**

Head Gardener/Nursery Attendant
Head Office Auxiliary
formerly Senior/Head Office Attendant

FAREI 13: **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**

Senior Livestock Attendant
formerly Senior Stockman

FAREI 14 : **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**

Telephonist/Receptionist

FAREI 15 : **Rs 26645 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**

Driver (Heavy Vehicles > 5 tons)

FAREI 16 : **Rs 26645 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**

Implement Operator

FAREI 17 : **Rs 24545 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**

Laboratory Auxiliary
formerly Laboratory Attendant

FAREI 18 : **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 - 45930**

Field Support Assistant (Ex-NFYFC) (Personal)

FAREI 19 : **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

FAREI 20 : **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 - 46900 x 1050 - 49000**

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

23. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI) (Contd)

FAREI 21 : **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

FAREI 22 : **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
Assistant Procurement and Supply Officer

FAREI 23 : **Rs 27585 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 - 50100**

Extension Support Officer
formerly Extension Assistant
Research Support Officer

FAREI 24 : **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 - 52300**

Laboratory Technician
Transport Organiser

FAREI 25 : **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

FAREI 26 : **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Senior Extension Support Officer
formerly Senior Extension Assistant
Senior Research Support Officer

FAREI 27 : **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

FAREI 28 : **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 - 58850**

Internal Audit Officer/Senior Internal Audit Officer
formerly Internal Control Officer/Senior Internal Control Officer

23. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI) (Contd)

FAREI 29: **Rs 34160 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
Procurement and Supply Officer/Senior Procurement and Supply Officer

FAREI 30 : **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
Maintenance Officer
Public Relations Officer (New Grade)

FAREI 31 : **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**

Principal Extension Support Officer
formerly Principal Extension Assistant
Principal Research Support Officer

FAREI 32 : **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 - 62350**

Accounts Officer/Senior Accounts Officer

FAREI 33 : **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

FAREI 34: **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**

Office Superintendent

FAREI 35 : **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 - 67900**

Assistant Research Scientist

FAREI 36 : **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**

Stores Superintendent

FAREI 37 : **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**

Maintenance Officer (Personal)

23. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI) (Contd)

FAREI 38 : 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

Business Development Officer
Librarian

FAREI 39 : 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

Accountant
Human Resource Officer (Personal)

FAREI 40 : 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 - 86750

Economist/Senior Economist

FAREI 41 : 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

Biometrician/Senior Biometrician
Extension Officer/Senior Extension Officer
IT Analyst/Senior IT Analyst
formerly IT Officer/Systems Administrator
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 42 : 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 - 86750

Administrative Manager
HR Manager
Internal Auditor/Senior Internal Auditor

FAREI 43 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Agricultural Engineer/Senior Agricultural Engineer

23. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI) (Contd)

FAREI 44 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager, Finance

FAREI 45 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750

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 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Principal Agricultural Engineer

FAREI 47 : Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

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

FAREI 48 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

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

FAREI 49 : Rs 138000

Director

FAREI 50 : Rs 150000

Chief Executive Officer

24. GAMBLING REGULATORY AUTHORITY

24.1 Established under Act 2007 as a body corporate, the Gambling Regulatory Authority (GRA) is the regulatory body for licensing and monitoring all gambling and gaming activities. It aims, *inter alia,* to: deliver prompt and efficient services to its stakeholders; monitor all gaming and gambling activities and ensure that they are conducted in a fair and transparent manner; foster responsible gambling; turn Mauritius into a healthy gambling hub; and depict the Country as an innovative and safe betting destination for tourists.

24.2 Both its core and support functions are provided through various Divisions which fall under the overall responsibility of the Chief Executive who is at the helm of the Authority to ensure its day-to-day administration and management and is assisted by a complement of professional, technical and support staff.

24.3 Proposals from both Management and Unions, in the context of this Report, were focussed towards: creation/merging/restyling of grades; upgrading of salaries; and enhancing Conditions of Service. In addition, Unions requested for Telephone/Risk Allowances, setting up of a Licensing and Registration Unit as well as compensation for extra hours put in. Management equally advocated for the restructuring of the Gambling Regulator and Investigator (GRI) and Anti-Money Laundering Officer (AMLO) Cadres, for which they were requested to submit additional information, but to no avail.

24.4 All the requests were discussed during meetings and staff side expressed their appreciation for being enlightened on relevant provisions of the PRB Report. Issues relating to scheme of service were also discussed during the meeting.

24.5 After perusing each of the above proposals, the Bureau is recommending accordingly in the ensuing paragraphs.

Chief Executive

24.6 In view of the revamping of the horse racing activities, there has been a substantial change in the roles and responsibilities of the Chief Executive. **This element has been taken into consideration in arriving at the salary recommended for the grade**.

IT Division

24.7 The IT Division headed by the Manager, Information Technology now restyled IT Manager comprises four levels. It has been reported that the Authority is in the process of digitalising its processes, operations and services, thus, emphasising on the need for an additional specific grade for the smooth functioning of the system and its operations. Given that a grade of Systems Analyst now restyled IT Analyst already exists, **the Bureau holds that Management should consider increasing its establishment size if the need arises. Broad provisions**

underlying IT Grades have been made in the Chapter on Observations and General Provisions of this Volume.

Assistant Procurement and Supply Officer (New Grade)

24.8 In the course of our examination, we observed that the Procurement and Supply Division is manned by the Procurement and Supply Officer. In line with the structure of the Procurement and Supply Officer Cadre across PSBs, we are providing for a support level in the cadre.

Recommendation 1

24.9 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.

Movement for Human Resource Officer/Senior Human Resource Officer

24.10 Existing provision allows Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation in this respect has been made in the Chapter on Observations and General Provisions of this Volume.**

24. GAMBLING REGULATORY AUTHORITY

SALARY SCHEDULE

GRA 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 (Ex- Lottery Committee) (Personal)

GRA 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Office Assistant

GRA 3 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Driver/Office Auxiliary (on Roster)
formerly Driver/Office Attendant (on Roster)
Driver/Office Attendant (on Roster) (Ex-Lottery Committee) (Personal)

GRA 4 : 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

24. GAMBLING REGULATORY AUTHORITY (Contd)

GRA 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

Clerk/Word Processing Operator

GRA 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

GRA 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 Procurement and Supply Officer (New Grade)

GRA 8 : 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

GRA 9 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

GRA 10 : 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

GRA 11 : 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

GRA 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 x 1750 - 60600

ICT Technician

GRA 13 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

24. GAMBLING REGULATORY AUTHORITY (Contd)

GRA 14 : 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

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

GRA 15 : 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

Anti-Doping and Equine Regulator and Investigator
Communication and Responsible Gambling Officer
IT Analyst
formerly Systems Analyst

GRA 16 : 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

Accountant
Auditor

GRA 17 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative and Human Resource Manager (Personal)

GRA 18 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Information System Officer

GRA 19 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Chief Gambling Regulator and Investigator
Lead Anti-Money Laundering Officer
Lead Legal Affairs Officer

GRA 20 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager
formerly Manager, Information Technology

24. GAMBLING REGULATORY AUTHORITY (Contd)

GRA 21 : Rs 150000

Chief Executive

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
formerly Office Attendant

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
formerly Driver/Office Attendant

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
formerly Clerical Officer/Higher Clerical Officer

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)

26. HINDI SPEAKING UNION

26.1 The Hindi Speaking Union (HSU) is a corporate body operating under the *aegis* of the Ministry of Arts and Culture. It envisions to promote the Hindi language in both its spoken and written forms by creating a conducive environment for the pursuit of linguistic, educational and artistic development and integration of the language. It also serves as a podium for effective networking among Hindi-speaking peoples of the world in order to thrash out common barriers and exchange views.

26.2 To attain its objectives, the Union provides facilities for exchange programmes, scholarships and social intercourse between itself and other organisations at international level. It further promotes, organises and encourages literary activities, debates, elocution exercises, training, competitions, artistic performances and demonstrations for persons having an interest in the Hindi language, among others.

26.3 The Union is administered and managed by an Executive Council with a President at its apex whilst an Administrative Secretary is responsible for the execution of policy and control and management of the day-to-day activities of the Union. The latter is supported in his daily tasks by staff at clerical level and employees of the Workmen's Group.

26.4 During consultations, Management advocated for a consolidation of the Union's organisation structure owing to an increase in the level and complexity of activities. Emphasis was laid on the need to create sub-professional levels namely in the field of finance and events management, whereby incumbents would provide direct support to the Administrative Secretary. In this context, request was made for the creation of a grade of Accounts Clerk and Events Officer or to restyle and upgrade the position of Motivator to Motivator/Events Officer. Proposals were also made to provide a promotional avenue to the Administrative Secretary and Clerk/Word Processing Operators.

26.5 After examining all the proposals, we are creating a grade of Assistant Financial Operations Officer. Moreover, it should be highlighted that our decisions thereto related were driven by the functional need of the Union.

Assistant Financial Operations Officer (New Grade)

26.6 The HSU has averred that in the absence of an officer belonging to the finance field, the Administrative Secretary is currently required to prepare monthly progress reports of the expenditure incurred by the organisation along with other accounting duties. According to the HSU, since much time is spent in the carrying out of accounting duties, incumbent experiences difficulties to attend to his administrative duties. As a palliative measure, the HSU is having recourse to the services of an officer of the Finance Cadre from the parent Ministry on a part-time basis, against payment of an allowance.

26.7 After duly examining the proposal, we are strengthening the structure on the finance side with the provision of a grade of Assistant Financial Operations Officer. We are, therefore, recommending to that end.

Recommendation 1

26.8 We recommend the creation of a grade of Assistant Financial Operations 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.

Schemes of Service

26.9 During consultations, the Bureau was apprised that the schemes of service of the grades on the establishment of the Union were yet to be updated and consequently, a proper work allocation could not be made to existing staff, which in turn was hampering the smooth running of activities. In such circumstance, the Bureau advised that the schemes of service should be reviewed promptly and at the same time, duties of certain grades may be enlarged/enriched, where there is need, for an optimal use of resources. We are recommending accordingly.

Recommendation 2

26.10 We recommend that Management considers the advisability to update the scheme of service of all grades at the HSU, with the concurrence of its parent Ministry, in line with what obtains in other Parastatal Bodies, within a time frame of four months as from the date of the publication of this Report.

26. HINDI SPEAKING UNION

SALARY SCHEDULE

HSU 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

HSU 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
formerly Driver/Office Attendant

HSU 3 : Rs 24245 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

Motivator

26. HINDI SPEAKING UNION (Contd)

HSU 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
Library Clerk

HSU 5 : 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 (New Grade)

HSU 6 : 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

Administrative Secretary

27. HUMAN RESOURCE DEVELOPMENT COUNCIL

27.1 Set up through the enactment of the Human Resource Development Act of 2003, the Human Resource Development Council (HRDC) currently operates under the *aegis* of the Ministry of Education and Human Resource. Its main functions include, *inter alia*, to: advise the Minister on the formulation of human resource development policies and strategies; establish linkages between the education and training systems and the workplace; take appropriate measures to reduce the mismatch between demand and supply of human resource; and develop schemes for retraining and multi-skilling.

27.2 A Director is responsible for the execution of the policy of the Council. He is assisted by a Deputy Director and officers in the grades of Manager, Corporate; Manager, Finance; and Manager, Research and Projects. The complement of staff also comprises professionals as well as technical and General Services grades.

27.3 Representations for the creation of additional levels were received from both Management and the staff side. Management additionally requested for a review of salary scale of some specific grades. A request was also made by the staff side for the merger of two levels i.e. Senior Research and Development Officer and Research and Development Coordinator on the averment that there is no meaningful supervision between these grades. However, after examination, it was observed that the element of supervision is well included in the scheme of service of the higher grade. Hence, it would not be appropriate to merge those two levels. Instead, Management at the HRDC may consider looking into this issue and set up clear demarcation in duties and responsibilities of relevant positions.

27.4 All proposals have been analysed and the Bureau is making appropriate provisions for those which were retained. Some specific recommendations are also being made for the smooth functioning of the Council.

Senior IT Analyst
formerly Systems Administrator

IT Analyst
formerly IT Officer

27.5 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades with a view to harmonise the grade appellation across Parastatal Bodies. We are, therefore, restyling the grades of Systems Administrator and IT Officer to appropriate appellations.

Recommendation 1

27.6 We recommend that the grades of Systems Administrator and IT Officer be restyled Senior IT Analyst and IT Analyst respectively.

IT Coordinator (New Grade)

27.7 The HRDC operates an online Levy/Grant system which caters for around 19000 employers and around 32000 applications are processed on an annual basis. The IT

Unit of the HRDC consists of officers in the grades of Senior IT Analyst *formerly Systems Administrator* and IT Analyst *formerly IT Officer*. During discussions, Management submitted that there is need to reinforce the existing structure of the IT Unit through the creation of a level to steer the IT operations of the Council. We have examined the request and are, therefore, recommending accordingly.

Recommendation 2

27.8 We recommend the creation of a grade of IT Coordinator. Appointment thereto should be made by selection from among officers in the grade of Senior IT Analyst *formerly Systems Administrator* possessing a Master's Degree in IT or IT related field or an equivalent qualification and reckoning at least five years' post-qualification experience in the field of IT AND from among candidates possessing the above required qualification and experience.

27.9 Incumbent would, among others, be responsible for the efficient and effective functioning of the IT Unit; and would be required to monitor existing systems and ensure that they are secure; develop and implement secure processes and systems used to prevent, detect, mitigate and recover from cyberattacks; design, develop, implement and coordinate systems, policies and procedures related to IT; manage IT projects including system updates, upgrades, migration and outages; develop and implement ongoing security awareness training and education for users; and continuously evaluate and manage the cyber and technology risk posture of the organisation.

Office Auxiliary/Senior Office Auxiliary (New Grade)

27.10 Management submitted that employees in the grade of General Assistant/Senior General Assistant are regularly called upon to provide support in events organised by the HRDC as well as other organisations and hence, the need for a supervisory level to monitor them within and outside the Council.

27.11 While examining the request, it has been noted that incumbents in the grade of General Assistant/Senior General Assistant are performing similar duties as an Office Attendant. Moreover, since the HRDC was brought under the purview of the Bureau in the 2013 PRB Report, the current structure is not fully aligned with what obtains for grades performing at similar level in other Parastatal Bodies. However, considering the needs of the HRDC, we are making appropriate recommendations to that effect.

Recommendation 3

27.12 We recommend the creation of a grade of Office Auxiliary/Senior Office Auxiliary. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

27.13 We also recommend that the grade of General Assistant/Senior General Assistant be made evanescent.

27.14 We further recommend that the senior most General Assistant/Senior General Assistant (Personal) be paid a monthly allowance equivalent to two increments at the point reached in the salary scale for coordinating and supervising the work of General Assistant/Senior General Assistants (Personal) and Office Auxiliary/Senior Office Auxiliaries.

Office Management Assistant
formerly Executive Assistant/Senior Executive Assistant

Recommendation 4

27.15 We recommend that the grade of Executive Assistant/Senior Executive Assistant be restyled Office Management Assistant.

27.16 We also recommend that, henceforth, the mode of appointment to the grade of Office Management Assistant *formerly Executive Assistant/ Senior Executive Assistant* and duties to be performed should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Senior Research and Development Officer

27.17 Specific provision exists for officers in the grade of Senior Research and Development Officer to move incrementally in the Master Salary Scale. Same is being maintained for those in post on a personal basis.

Recommendation 5

27.18 We recommend that incumbents in the grade of Senior Research and Development Officer, in post as at 31 December 2025, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 94250 on a personal basis, provided they satisfy the performance criteria as laid down in the Chapter on Observations and General Provisions of this Volume.

Procurement and Supply Officer/Senior Procurement and Supply Officer

27.19 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 Chapter on Observations and General Provisions of this Volume.**

Enhanced Pension Benefits for PhD Holders of the HRDC

Recommendation 6

27.20 We recommend that officers of the Research and Project Division in a professional level or above, in post as at 31 December 2025, who as at that date possessed a PhD Degree recognised by the Council and who are effectively engaged in research activities on a regular basis, should be eligible, on a personal basis, for four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months.

Abolition of Grades

27.21 Management has submitted that the grades of Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator (Personal to holder in post as at 30.06.2008), Accounting Technician/Senior Accounting Technician (Personal to holder in post as at 30.06.2008) and Accountant (Ex-SMEDA) (Personal) are vacant and would no longer be required by the Council. **We are, therefore, abolishing these grades**.

27. HUMAN RESOURCE DEVELOPMENT COUNCIL

SALARY SCHEDULE

HRDC 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 (New Grade)

HRDC 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
formerly Driver/Messenger

HRDC 3 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

HRDC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

General Assistant/Senior General Assistant (Personal to employees in post as at 31.12.25)

HRDC 5 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

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

HRDC 6 : 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

HRDC 7 : Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Driver/Office Auxiliary (Personal to employees in post as at 30.06.2008)
formerly Driver/Messenger (Personal to employees in post as at 30.06.2008)

27. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

HRDC 8 : 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

HRDC 9 : 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

HRDC 10 : 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
Assistant Procurement and Supply Officer

HRDC 11 : 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

HRDC 12 : 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
formerly Executive Assistant/Senior Executive Assistant

HRDC 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

HRDC 14 : Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Inspection and Monitoring Officer (Roster)

HRDC 15 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Accounting Technician/Senior Accounting Technician

HRDC 16 : 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

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

HRDC 17 : 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

IT Analyst
formerly IT Officer

27. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

HRDC 18 : Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Public Relations and Communication Officer

HRDC 19 : 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 - 86750

Administrative/Human Resource Management Officer

HRDC 20 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

HRDC 21 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior IT Analyst
formerly Systems Administrator
Senior Research and Development Officer

HRDC 22 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Coordinator (New Grade)

HRDC 23 : Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Research and Development Coordinator

HRDC 24 : 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 - 102500

Head, National Training Fund Unit

HRDC 25 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 126000

Manager, Corporate
Manager, Finance
Manager, Research and Projects

HRDC 26 : Rs 138000

Deputy Director

HRDC 27 : Rs 150000

Director

28. INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

28.1 Set up as a body corporate by the Institute of Technical Education and Technology Act No. 13 of 2021, the Institute of Technical Education and Technology (ITET) operates under the *aegis* of the Ministry of Education and Human Resource. It has as objects, among others to: be responsible for the provision of high quality technical and technological education; award technical and technology education qualifications either by itself or in partnership with other recognised institutions; promote a modern, collaborative, agile and innovative approach to technical and technology education in partnership with stakeholders; and collaborate with industry and business sectors to deliver a skilled and work-ready pool of technicians and technologists.

28.2 The ITET will take over six training centres from the Mauritius Institute of Training and Development to deliver courses in a diverse range of learning areas in the technical and technology education in line with the emerging sectors of the economy. The demand-driven courses include areas such as Artificial Intelligence, Robotics, Automation, Fintech, and Green Technology.

28.3 As per the Act, a Director should be responsible for the execution of the policy of the Council and its decisions, and for the control and management of the day-to-day business of the Institute. However, as the post of Director is presently vacant, a Permanent Secretary is acting as Officer-in-Charge and he is supported in his functions by officers employed on a contractual basis.

28.4 In the context of this Report, Management made submissions for the creation of an array of grades on the establishment of ITET. However, the Bureau was subsequently requested to keep the proposals for the creation of grades in abeyance, as the organisation is in the process of reviewing its structure. As no further submission has been received at the time of the publication of the Report, no changes are being made to the current organisation structure.

28. INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

SALARY SCHEDULE

ITET 1 : Rs 150000
Director

29. IRRIGATION AUTHORITY

29.1 The Irrigation Authority (IA) was established as a parastatal body under the Irrigation Authority Act No. 39 of 1978. Since its inception, the Authority has been ensuring that a quality service is provided to the Planters' Community. In so doing, it envisions to become a model organisation.

29.2 Its main activities are, *inter alia*, to: identify irrigable lands, determine potential sources of water and carry out feasible studies for new irrigation projects; investigate plan, design, construct and supervise implementation of irrigation projects; formulate policies relating to irrigated agriculture; monitor and evaluate ongoing irrigation projects; and train small planters on different methods of irrigation as well as use of irrigation equipment.

29.3 Given the specialised nature of its operations, the activities of the Authority are currently organised under six Units/Departments for efficiency and effectiveness purposes. These Units/Departments comprise the Administration; Accounts; Internal Audit; Irrigation Planning; Construction and Supervision; and Operation and Maintenance. As stipulated in its Act, the control and day-to-day management of the Authority is vested on the General Manager. The latter is assisted by technical staff for the core functions of the organisation while the administrative and General Services staff at various levels provide support for the other functions.

29.4 In its last Report, the Bureau introduced specific allowances *viz.* Walking, Height and Bad Road and enhanced the Conditions of Service. These new allowances were highly appreciated by the three Unions which they expressed during the consultative meetings held at the Bureau. In the context of this review, the proposals of both Management and Unions were more or less similar to those submitted for the 2021 PRB Report and were focussed on: review/alignment of salary; amendment of scheme of service; grant of specific allowances; creation of levels; restyling of existing grades; change in reporting lines; duty free facilities; training; renaming the Stores Section to Procurement and Supply Department; upgrading/reviewing of qualifications requirement; grant of additional increments on stagnation; and reinstating grades which are personal.

29.5 All the representations were lengthily discussed during meetings and relevant justifications were provided to both parties on those requests which cannot be taken on board or which should be addressed administratively. The Bureau also sought the views of Management on a few requests which were made by the staff side. The attention of Management was also drawn on vacant posts which should be filled at the earliest to enable the smooth delivery of its operations.

29.6 After analysing the proposals and their implications, we are bringing a few amendments to the organisational structure to enable the IA to better deliver on its mandate as recommended in the ensuing paragraphs.

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

29.7 As head of the Human Resource Section, the responsibility for all issues pertaining to human resources befalls a Senior Human Resource Officer. He is supported by officers in the grades of Office Management Assistant and Management Support Officer. Management has, therefore, requested for a grade of Human Resource Officer to assist the Senior Human Resource Officer in the implementation of human resource strategies, policies and practices. For the sake of uniformity across the public sector, we are making an appropriate recommendation.

Recommendation 1

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

29.9 We also recommend that the grade of Senior Human Resource Officer be made evanescent whilst a personal salary has been provided.

Restructuring of Engineering Cadre

29.10 The core services of the Authority are provided through its Technical Sections namely Irrigation Planning; Operation and Maintenance; and Construction and Supervision each staffed with officers of the Engineering cadre and other technical grades. For this review, Management has requested to restructure the Engineering Cadres of the Irrigation Planning Unit and Construction and Supervision Department into a unified Engineering Services Department which would enable the optimum use of its existing resources.

29.11 While such a measure would have been beneficial to the organisation, staff side have expressed their disagreement through a memorandum and have requested the Bureau to stay action justifying that there was no consultation/consensus between them and Management on this issue. Management, on its part, has proposed the reinstatement of the evanescent grades of Engineer (Construction and Supervision) (Staggered) and Engineer (Operations and Maintenance) (Staggered) as their services would still be required by the Authority.

29.12 In a perspective to bring harmonisation and consistency and for career earnings, we are bringing few amendments in the Engineering Cadre.

Recommendation 2

29.13 We recommend that the grades in the Engineering Cadre be restyled as hereunder:

From	To
Engineer (Irrigation Planning Unit)	**Engineer/Senior Engineer (Irrigation Planning Unit)**
Principal Engineer (Construction and Supervision)	**Assistant Head of Construction and Supervision**
Principal Engineer (Irrigation Planning Unit)	**Assistant Head of Irrigation Planning Unit**
Principal Engineer (Operation and Maintenance)	**Assistant Head of Operation and Maintenance**

29.14 We also recommend that:

(i) the grade of Engineer (Operation and Maintenance) (Staggered) (Personal) be reinstated against abolition of the grade of Engineer (Mechanical) and be restyled Engineer/Senior Engineer (Operation and Maintenance); and

(ii) the grade of Engineer (Construction and Supervision) (Staggered) (Personal) be reinstated and be restyled Engineer/Senior Engineer (Construction and Supervision).

29.15 We further recommend that:

(i) in future, appointment to the grades of Assistant Head of Construction and Supervision *formerly Principal Engineer (Construction and Supervision)*, Assistant Head of Irrigation Planning Unit *formerly Principal Engineer (Irrigation Planning Unit)* and Assistant Head of Operation and Maintenance *formerly Principal Engineer (Operation and Maintenance)* should be made by promotion, on the basis of experience and merit, of officers in the grades of Engineer/Senior Engineer (Construction and Supervision) *formerly Engineer (Construction and Supervision) (Staggered) (Personal)*, Engineer/Senior Engineer (Irrigation Planning Unit) *formerly Engineer (Irrigation Planning Unit)* and Engineer/Senior Engineer (Operation and Maintenance) *formerly Engineer (Operation and Maintenance) (Staggered) (Personal)* respectively and who reckon at least four years' service in a substantive capacity in their respective grade. In the absence of qualified internal officers, appointment should be made by selection from among candidates who are registered as Professional Engineers with the Council of Registered Professional Engineers of Mauritius and reckon at least eight years' post-registration experience;

(ii) the duties in the scheme of service of the grades of Assistant Head of Construction and Supervision *formerly Principal Engineer (Construction and Supervision)*, Assistant Head of Irrigation Planning Unit *formerly Principal Engineer (Irrigation Planning Unit)* and Assistant Head of Operation and Maintenance *formerly Principal Engineer (Operation and Maintenance)* should be amended to include "assist the Head of Department in the efficient and effective management of the Department"; and

(iii) henceforth, appointment to the grades of Head of Construction and Supervision, Head of Irrigation Planning Unit and Head of Operation and Maintenance should be made by promotion, on the basis of experience and merit, of officers in the grades of Assistant Head of Construction and Supervision *formerly Principal Engineer (Construction and Supervision)*, Assistant Head of Irrigation Planning Unit *formerly Principal Engineer (Irrigation Planning Unit)* and Assistant Head of Operation and Maintenance *formerly Principal Engineer (Operation and Maintenance)* respectively and who reckon at least two 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 who are registered as Professional Engineers with the Council of Registered Professional Engineers of Mauritius and reckon at least 15 years' post-registration experience.

29.16 All the above elements have been taken into consideration in arriving at the recommended salary of the aforementioned grades.

Scheme of Service - Divisional Irrigation Operation Officer

29.17 Appointment to the grade of Divisional Irrigation Operation Officer is presently made by selection from among candidates possessing a Degree in Agriculture, Agricultural Engineering or Irrigation and reckoning at least five years' experience in the field of Agriculture. Incumbent is assisted by officers in the grade of Irrigation Operation Officer which also require the same core qualification save for the years of experience. The staff side have proposed to review the mode of appointment of the grade of Divisional Irrigation Operation Officer to enable recruitment from the Irrigation Operation Officers who, over the years, already acquire the experience and knowhow in the performance of their duties. The fact that amendment of scheme of service is the concern of Management, their views were sought thereon to which they shared the same opinion.

29.18 As the Bureau favours career progression, we are recommending accordingly.

Recommendation 3

29.19 We recommend that, in future, appointment to the grade of Divisional Irrigation Operation Officer should be made by promotion, on the basis of

experience and merit, of officers in the grade of Irrigation Operation Officer who reckon at least five years' service in a substantive capacity in the grade.

Procurement and Supply Officer
formerly Higher Stores Officer

29.20 In the 2008 PRB Report, with a view to aligning with the restructuring exercise carried out in the Civil Service, the grades of Procurement and Supply Officer and Assistant Procurement and Supply Officer were created on the establishment of the Authority which have remained unfilled. As at date, along with the aforementioned grades, the grades of Higher Stores Officer and Assistant Stores Officer also exist on the structure of the Authority. In the absence of a Procurement and Supply Officer, the Stores Section is being headed by a Higher Stores Officer while the post of Assistant Stores Officer is vacant. It has also been submitted that the Higher Stores Officer is presently shouldering all the responsibilities of the Procurement and Supply Officer with due diligence since he possesses professional qualification in the field.

29.21 Both Management and Unions have requested to set up a proper Procurement and Supply Section, the absence of which is hindering the smooth implementation of the provisions of the Public Procurement Act. During consultations, both parties were apprised that the request pertains to an administrative issue, the onus of which rests upon Management of which they took note.

29.22 After examining the requests and the present structure of the Stores Section, we hold that it would be more appropriate for Management to rename the said Section to Procurement and Supply Section which should be headed by a Procurement and Supply Officer. To enable the smooth functioning of the Section, we are making appropriate recommendations.

Recommendation 4

29.23 We recommend that the grade of Higher Stores Officer be restyled Procurement and Supply Officer and the scheme of service of the existing grade of Procurement and Supply should continue to prevail.

29.24 We additionally recommend that the grade of Assistant Stores Officer be abolished.

Head of Research (Personal)
formerly Investigation/Research Specialist

29.25 While studying the organisation structure of the IA, the Bureau has observed that the job appellation Investigation/Research Specialist is a misnomer and is not in consonance with the duties and responsibilities devolving upon incumbent in the grade. This issue was discussed with Management and the latter proposed to restyle the grade to Strategic Development Manager which was not retained for technical reasons. We are, however, restyling the grade to a more proper appellation to better reflect the duties and responsibilities thereof.

Recommendation 5

29.26 We recommend that the grade of Investigation/Research Specialist be restyled Head of Research and the newly restyled grade be made evanescent. A personal salary has been provided for incumbent in post.

29.27 We further recommend that Management should consider filling the vacant posts of Accountant, Irrigation Operation Officer and Agricultural Economist.

Movement Beyond Top Salary

29.28 Officers in the grades of Senior Financial Operations Officer (Future Holder) and Senior Internal Audit Officer (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.**

Walking Allowance

29.29 As an incentive to compensate employees who walk long distances for closely monitoring and co-ordinating the operation of pivots, a walking allowance was introduced in the last PRB Report, the existing quantum of which is Rs 300 monthly. For this review, Unions have requested that the word “pivot” be replaced by irrigation equipment as employees are being penalised by the existing criteria though they walk long distances in the performance of their duties. This has been supported by Management. Additionally, Unions have requested to extend this allowance to officers in the grade of Technical Assistant (Electromechanical) as incumbents are equally involved in the repair and maintenance of irrigation equipment. However, Management requested to maintain the current list of grades eligible for the walking allowance. We are, while upholding the existing provision, bringing the necessary amendments and revising the quantum of the walking allowance.

Recommendation 6

29.30 We recommend that the monthly Walking Allowance payable to employees in the under-mentioned grades who have to walk long distances for closely monitoring and co-ordinating the operation of the irrigation equipment be revised to Rs 330:

1) Divisional Irrigation Operation Officer

2) **Engineer/Senior Engineer (Operation and Maintenance)** ***formerly 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

29.31 Current provision provides for the payment of a non-pensionable height allowance to employees in the following grades whenever they are required to climb above 20 feet, the computation of which should be at 80% of the normal hourly rate for the number of hours put in:

1) Engineer/Senior Engineer (Operation and Maintenance) *formerly 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

29.32 As this provision is fit for its purpose, we are maintaining same.

Recommendation 7

29.33 We recommend that the existing provision on Height Allowance should continue to prevail.

Bad Road Allowance

29.34 Request has been made by Unions to extend the Bad Road Allowance to the Field Officer/Senior Field Officers as they equally use their vehicles on bad roads, in the performance of their duties. Management confirmed the averments made by Unions and this was also captured in the newly submitted Job Description Questionnaires. In a spirit of fairness, we are extending this allowance to the grade of Field Officer/Senior Field Officer while revising the quantum of the allowances.

Recommendation 8

29.35 We recommend that employees in the grades of Field Officer/Senior Field Officer, Field Supervisor (Roster), Pump Operator, Irrigueur (Roster), and General Worker, who regularly use their autocycles and motorcycles on bad roads for conducting and monitoring the irrigation projects on site should be paid a monthly Bad Road Allowance of Rs 275 and Rs 415 respectively.

Work in Cyclonic Conditions

29.36 Exclusively, employees involved in the anchoring of pivots in cyclonic conditions are entitled to the payment of an allowance, the quantum of which, was enhanced in the last Report. Management has submitted that employees involved therein are exposed to high risk as the anchoring of pivots starts during the pre-cyclonic conditions. We have taken into consideration these conditions as well as the hazards involved in the tasks in arriving at the reviewed quantum of the allowance.

Recommendation 9

29.37 We recommend that the current allowance payable to employees involved in anchoring of pivots during cyclonic conditions be reviewed to Rs 1035.

Specific Conditions of Service

Irrigueur (Roster)

29.38 A specific recommendation was equally made in the last PRB Report for Management to consider, subject to practicability, the redeployment of Irrigueurs (Roster) who are above 55 years and whose duties require physical fitness, to other sections where less physical effort is required. In view of its relevancy, we are replicating the prevailing provision.

Recommendation 10

29.39 We reiterate that, subject to practicability, Management should continue to 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

29.40 With a view to closely monitor the health of employees who are involved in the operation and maintenance of the irrigation projects on sites and are exposed to higher risk of diseases, the Bureau, in the last review, recommended that Management should:

(i) mandatorily ensure that a Risk Assessment Exercise be 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.

29.41 The views of Management were sought on the implementation of the above recommendations and it has been reported that while the risk assessment exercise has been carried out, financial clearance is still being awaited for the Health Surveillance Programme. In the circumstance, we are reproducing the current provisions.

Recommendation 11

29.42 We recommend that Management should:

(i) continue to 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.

29. IRRIGATION AUTHORITY

SALARY SCHEDULE

IA 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

IA 2 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Tradesman's Assistant

IA 3 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Irrigueur (Roster)

IA 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

IA 5 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

IA 6 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Pump Operator

IA 7 : 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
formerly Office Attendant

IA 8 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Senior Office Attendant (Personal)

29. IRRIGATION AUTHORITY (Contd)

IA 9 : **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**

Driver

IA 10 : **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**

Field Supervisor

IA 11 : **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**

Driver (Roster)
Electrician
Mechanic
Painter
Pipe Fitter
Vulcaniser
Welder

IA 12 : **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**

Field Supervisor (Roster)

IA 13 : **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 (New Grade)

IA 14 : **Rs 35840 x 725 - 37290 x 925 - 38215**

Trainee Engineer

IA 15 : **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/Telephonist

IA 16 : **Rs 26645 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**

Vehicle Controller

IA 17 : **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**

Assistant Supervisor (Irrigation) (Roster)

IA 18 : **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

29. IRRIGATION AUTHORITY (Contd)

IA 19 : **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 - 45930**

Technical Assistant
Technical Assistant (Electromechanical)

IA 20 : **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
formerly Clerical Officer/Higher Clerical Officer

IA 21 : **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**

Assistant Workshop and Plant Supervisor

IA 22 : **Rs 26645 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 - 46900**

Supervisor (Maintenance Works)

IA 23 : **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 - 47950**

Senior Word Processing Operator

IA 24 : **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 - 47950**

Supervisor (Irrigation) (Roster)

IA 25 : **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

IA 26 : **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
Assistant Procurement and Supply Officer

IA 27 : **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**

Workshop and Plant Supervisor

IA 28 : **Rs 27265 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 - 52300**

Field Officer/Senior Field Officer

29. IRRIGATION AUTHORITY (Contd)

IA 29 : 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 - 52300

Technical Design Officer

IA 30 : 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

IA 31 : 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

IA 32 : 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
Procurement and Supply Officer
formerly Higher Stores Officer
Senior Accounts Clerk

IA 33 : 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

Social Facilitator

IA 34 : 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

IA 35 : 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)

IA 36 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)
Senior Internal Audit Officer (Future Holder)

IA 37 : 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

Technical Officer (Civil)

29. IRRIGATION AUTHORITY (Contd)

IA 38 : Rs 33600 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 Technical Assistant

IA 39 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Senior Technical Design Officer
formerly Senior Technical Design Officer (Irrigation Planning Unit)

IA 40 : 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

Senior Human Resource Officer (Personal)

IA 41 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)
Senior Internal Audit Officer (Personal)
formerly Senior Internal Control Officer

IA 42 : 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

IA 43 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

IA 44 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Senior Technical Officer (Civil)

IA 45 : 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

Administrative Assistant
Agricultural Economist
Irrigation Operation Officer

IA 46 : 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

IT Analyst
formerly Information Technology Officer

29. IRRIGATION AUTHORITY (Contd)

IA 47 : 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

Accountant
Internal Auditor

IA 48 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer (Construction and Supervision)
formerly Engineer (Construction and Supervision) (Staggered) (Personal)
Engineer/Senior Engineer (Irrigation Planning Unit)
formerly Engineer (Irrigation Planning Unit)
Engineer/Senior Engineer (Operation and Maintenance)
formerly Engineer (Operation and Maintenance) (Staggered) (Personal)

IA 49 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Divisional Irrigation Operation Officer

IA 50 : 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

Financial Manager

IA 51 : Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Head of Administration

IA 52 : Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Head of Research (Personal)
formerly Investigation/Research Specialist

IA 53 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Assistant Head of Construction and Supervision
formerly Principal Engineer (Construction and Supervision)
Assistant Head of Irrigation Planning Unit
formerly Principal Engineer (Irrigation Planning Unit)
Assistant Head of Operation and Maintenance
formerly Principal Engineer (Operation and Maintenance)

29. IRRIGATION AUTHORITY (Contd)

IA 54 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Head of Construction and Supervision
Head of Irrigation Planning Unit
Head of Operation and Maintenance

IA 55 : Rs 150000

General Manager

30. ISLAMIC CULTURAL CENTRE

30.1 The Islamic Cultural Centre (ICC) has been established as a corporate body under the Islamic Cultural Centre Trust Fund Board Act of 1989. Its main responsibility is to preserve and promote Islamic Arts and Culture in Mauritius while elevating public awareness and appreciation of Islamic history, cultural as well as artistic heritage.

30.2 Its objectives, among others, are to: collect, publish and disseminate valuable information on Islamic art and culture through the establishment of educational and welfare institutions affiliated to the ICC; organise lectures, seminars, workshops, exhibitions and any other activities; and provide facilities for documentation and research.

30.3 A Director is at the apex of the Centre and is responsible for its control and management. In the discharge of his functions, he is assisted by the Secretary/Treasurer, Hadj/Programme Officer and other supporting grades.

30.4 In its submission, Management requested for the creation of the grades of Hadj Administrator, IT Officer and ICT Technician. The Bureau has examined the requests and holds that creation of the grade of Hadj Administrator is not warranted at this stage. Nevertheless, to cope with the growing workload arising out of Hadj related activities, **the Bureau considers that it would be more appropriate for Management to increase the establishment size of the grade of Hadj/Programme Officer**.

30.5 Considering the digitalisation of the processes relating to applications for Hadj Programmes, we are, in this Report, providing the grades of IT Analyst and ICT Technician to facilitate the proper functioning of the Centre's IT System.

IT Analyst (New Grade)

Recommendation 1

30.6 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties to be performed should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

ICT Technician (New Grade)

Recommendation 2

30.7 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 Technology or Computer Studies or an equivalent qualification.

30.8 Incumbent would be required, *inter alia*, to: implement, support and maintain the IT System at the Centre; install and configure hardware and common

PC-related software; provide preventive measure 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 ICC.

Abolition of Grade

30.9 As the grade of Executive Officer (Personal) is vacant, **we are abolishing it.**

30. ISLAMIC CULTURAL CENTRE

SALARY SCHEDULE

ICC 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

ICC 2 : 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
formerly Office Attendant

ICC 3 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver
Driver/Office Auxiliary
formerly Driver/Office Attendant

ICC 4 : Rs 25145 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

Handy Worker (Multi-skilled)

ICC 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

Receptionist/Word Processing Operator

ICC 6 : 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
Library Clerk

ICC 7 : 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

ICC 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

Hadj/Programme Officer

30. ISLAMIC CULTURAL CENTRE (Contd)

ICC 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

ICC 10 : **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

ICC 11 : **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)

ICC 12 : **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**

Secretary/Treasurer

ICC 13 : **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**

IT Analyst (New Grade)

ICC 14 : **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Director

31. LAND DRAINAGE AUTHORITY

31.1 The Land Drainage Authority (LDA) was established in January 2018 following the promulgation of the LDA Act 2017 to increase resilience of the Republic of Mauritius to flooding through an effective and efficient land drainage system.

31.2 It undertakes, *inter alia*, to: formulate and ensure the implementation of a Land Drainage Master Plan for Mauritius to address flood risk in a proactive and holistic manner; conduct and coordinate research and development on land drainage and watershed management; attenuate the impacts of flooding by continuously improving the land drainage system; and ensure a well-maintained land drainage system through sensitisation and awareness raising campaigns.

31.3 To enable the LDA to deliver on its mandate and following recommendations of the Standing Committee on Creation of Grades, the Bureau provided, on an *adhoc* basis, the salary grading of various core grades on its establishment, particularly in the fields of Engineering, Hydrology, Urban Planning, Geographical Information System and Hydraulic Modelling, among others, against the abolition of a few grades, *viz.,* Senior Manager (Hydrology/Modelling), Senior Manager (Urban Planning) and Senior Manager (Civil Engineering/Quantity Surveying/Project Management). For technical reasons, few recommendations made by the Standing Committee on Creation of Grades were kept in abeyance for further study in the context of this Report.

31.4 In its memoranda, Management further proposed the provision of a Retention Allowance and duty-free facilities for the technical grades of the Authority. As these matters relate to the general Conditions of Service, they have been addressed in Volume 1 of this Report.

31.5 Following an assessment, the structure of the LDA is being consolidated with the creation of a few grades as well as the restyling of certain existing ones to more appropriate appellations. Additionally, due to associated technical implications, limited information and time constraints, other proposals could not be onboarded in this review exercise.

Deputy Director
formerly Assistant Director

31.6 The Standing Committee on Creation of Grades recommended that the qualification and duties of the grade of Assistant Director at the LDA be enlarged. Consequently, an amended scheme of service of the grade of Assistant Director was submitted, on an *adhoc* basis, to the Bureau for salary grading. After examination, it was found that both the qualifications and duties have significantly been upgraded and enlarged, implying an incidence on its salary grading.

31.7 In this light, besides agreeing to the proposed changes, the Bureau considers that it would be more appropriate to change the appellation of the grade of Assistant

Director at the LDA to Deputy Director to better reflect the duties that would, now, devolve upon the incumbent.

Recommendation 1

31.8 We recommend that the grade of Assistant Director on the establishment of the LDA be restyled Deputy Director.

31.9 We also recommend that, henceforth, appointment to the grade of Deputy Director *formerly Assistant Director* should be made by selection from among candidates who are registered as a Professional Engineer with the Council of Professional Registered Engineers of Mauritius; possess a Master's Degree in Civil Engineering or Project Management; and reckon at least seven years' post-qualification experience at administrative/managerial level.

31.10 Incumbent would be responsible to the Director to, *inter alia*: execute the functions of the Authority as provided under the LDA Act and such other assignments given to the Director by the Board and the Minister; devise strategies and policies for the proper functioning of the LDA infrastructure; prepare the Land Drainage Master Plan and review same every five years; monitor implementation of measures in relation to Land Drainage Master Plan; and would be required to, among others: deputise the Director, as and when required; act as liaison officer for coordination with other institutions in relation to initiation, design, implementation and monitoring of land drainage measures.

31.11 These elements have been taken into consideration in arriving at the recommended salary of the grade.

Town Planner/Senior Town Planner
formerly Urban Planning Officer/Senior Urban Planning Officer

31.12 Pursuant to the Town Planners' Council Act and in line with what obtains in the Civil Service, we are restyling the grade of Urban Planning Officer/Senior Urban Planning Officer.

Recommendation 2

31.13 We recommend that the grade of Urban Planning Officer/Senior Urban Planning Officer be restyled Town Planner/Senior Town Planner.

31.14 We also recommend that, henceforth, appointment to the grade of Town Planner/Senior Town Planner *formerly Urban Planning Officer/Senior Urban Planning Officer* should be made by selection from among candidates who are registered as Town Planners with the Town Planners' Council.

31.15 This element has been taken into consideration in arriving at the salary recommended for this grade.

Land Surveyor/Senior Land Surveyor
formerly Land Drainage Officer (Land Surveying)

31.16 The current structure of the LDA includes the grade of Land Drainage Officer (Land Surveying), which is presently occupied by two officers. A request was submitted to the Standing Committee on Creation of Grades for the establishment of a Land Surveyor Cadre comprising three positions: Land Surveyor, Senior Land Surveyor, and Principal Land Surveyor.

31.17 Following a thorough review, the Bureau recommended to the Committee that the existing grade of Land Drainage Officer (Land Surveying) be reclassified under a merged appellation. This was based on the observation that the qualifications and duties of the proposed grade of Land Surveyor align with those of the existing grade on the establishment of the LDA. Moreover, a merged title is intended to enhance the attraction and retention of professionals in the field. Accordingly, we put forward the following recommendation.

Recommendation 3

31.18 We recommend that the grade of Land Drainage Officer (Land Surveying) be restyled Land Surveyor/Senior Land Surveyor.

31.19 Incumbent in this grade would, henceforth, be responsible to the Director or any other officer designated by him to, *inter alia*: carry out field surveys on existing pre-identified flooding areas and on main existing drainage facilities, surveys of private property in conformity with existing laws, conventions and rules; prepare terms of reference for topographic measures on main drainage infrastructure, zoning maps and criteria; provide technical assistance and training to staff; collaborate with concerned stakeholders and advise on the appropriate data and coordinate system to be used for GIS data sets generation and maps production; be in charge of all survey works, as may be assigned; and make an appraisal of all lands that should be surveyed.

31.20 These elements have been taken into consideration in arriving at the salary recommended for the grade.

Lead Engineer (Civil) (New Grade)

Principal Geographic Information System Officer (New Grade)

Principal Land Surveyor (New Grade)

Principal Town Planner (New Grade)

31.21 As mentioned earlier, the Bureau was tasked with establishing a promotional framework for professional grades within the Authority to support recruitment and retention efforts. In line with this, we are introducing a principal professional level for a few grades, created on *adhoc* basis.

Recommendation 4

31.22 We recommend the creation of a grade of Lead Engineer (Civil). Appointment thereto, should be made by selection from among officers in the grades of Engineer/Senior Engineer (Civil) and Hydraulic Modeller/Senior Hydraulic Modeller reckoning at least four years' service in a substantive capacity in the grades.

31.23 Incumbent would be responsible to the Director or any other officer designated by him and be, *inter alia*, required to: assist the Director in the implementation of the Land Drainage Master Plan; coordinate the work of Consultants on drain projects and review their reports; prepare and submit monthly progress reports to the Director; ensure the provisions of appropriate legislation are enforced; assist in the preparation of budget estimates; supervise, coordinate and monitor work of staff working under his responsibility; and participate in the preparation of bidding documents and evaluation of bids. The aforementioned duties would pertain to either Engineering or Hydrology, based on the specific Department to which the incumbent would be posted.

Recommendation 5

31.24 We recommend the creation of a grade of Principal Geographic Information System Officer. Appointment thereto, should be made by selection from among officers in the grade of Geographic Information System Officer/Senior Geographic Information System Officer reckoning at least five years' service in a substantive capacity in the grade.

31.25 Incumbent would be required, among others, to be responsible to the Director or any officer designated by him to: plan and organise as well as integrate various Geographic Information and other Information Systems in watershed Management and flood mitigation related projects; manage and control quality standards for system applications; develop: tools for load/transferring Geographic Information System (GIS) data and datasets among different systems; internet applications to present GIS data and tools on corporate websites; work plans for complex projects; an effective management system for geospatial database and aerial photography; and applications for geo-referencing; supervise, coordinate and monitor work of staff working under his responsibility; and to interpret GIS data and datasets, advise and make appropriate recommendations.

Recommendation 6

31.26 We recommend the creation of a grade of Principal Land Surveyor. Appointment thereto, should be made by selection from among officers in the grade of Land Surveyor/Senior Land Surveyor *formerly Land Drainage Officer (Land Surveying)* reckoning at least four years' service in a substantive capacity in the grade.

31.27 Incumbent would be required, *inter alia,* to be responsible to the Director or any officer designated by him for the management of the Survey Department and have

to: assist in the implementation of the Land Drainage Master Plan; supervise, coordinate and monitor work of staff working under his responsibility; be in charge of all surveys of lands to be purchased by Government at national level related to drain projects; deal with all wayleave agreements and ensure that all conditions approved by Government appear in the deeds; deal with acquisition and exchange of lands and with the grant of wayleaves; and keep up to date all relevant maps covering the area under his responsibility and to supply control points for mapping purposes.

Recommendation 7

31.28 We recommend the creation of a grade of Principal Town Planner. Appointment thereto, should be made by selection from among officers in the grade of Town Planner/Senior Town Planner *formerly Urban Planning Officer/Senior Urban Planning Officer* reckoning at least five years' service in a substantive capacity in the grade.

31.29 Incumbent would be required, among others, to be responsible to the Director or any officer designated by him to: periodically review the Land Drainage Master Plan; monitor the implementation of measures in relation to the Land Drainage Master Plan; ensure a routine and periodic upgrading and maintenance of drainage infrastructure; elaborate guidelines for management of storm water taking on board social and environmental safeguard measures; investigate and develop proposals for outline schemes; carry out mapping of major land development and monitor changes in land use; supervise, coordinate and monitor work of staff working under his responsibility; and prepare and review zoning maps and zoning criteria for Mauritius.

Land Drainage Officer (Engineering) (Personal)

31.30 Upon Management's request, **we are making the grade of Land Draining Officer (Engineering) evanescent**.

31. LAND DRAINAGE AUTHORITY

SALARY SCHEDULE

LDA 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
formerly Office Attendant

LDA 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

LDA 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

31. LAND DRAINAGE AUTHORITY (Contd)

LDA 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

LDA 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

LDA 6 : 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
Assistant Procurement and Supply Officer

LDA 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 x 1100 - 52300

Technical Design Officer

LDA 8 : 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

LDA 9 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

LDA 10 : 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

Communication Officer
ICT Technician
Land Drainage Inspector

LDA 11 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

LDA 12 : 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

Administrative Officer

31. LAND DRAINAGE AUTHORITY (Contd)

LDA 13 : 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

Geographic Information System Database Officer
Land Drainage Officer (Engineering) (Personal)
Land Drainage Officer (Geographic Information System) (Personal)

LDA 14 : 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

Accountant
Human Resource Management Officer

LDA 15 : 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

Geographic Information System Officer/Senior Geographic Information System Officer
Land Surveyor/Senior Land Surveyor
formerly Land Drainage Officer (Land Surveying)

LDA 16 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Hydrological Officer/Senior Hydrological Officer

LDA 17 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer (Civil)
Town Planner/Senior Town Planner
formerly Urban Planning Officer/Senior Urban Planning Officer

LDA 18 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Hydraulic Modeller/Senior Hydraulic Modeller

LDA 19 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Principal Geographic Information System Officer (New Grade)
Principal Land Surveyor (New Grade)
Principal Town Planner (New Grade)

LDA 20 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Lead Engineer (Civil) (New Grade)

31. LAND DRAINAGE AUTHORITY (Contd)

LDA 21 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy Director
formerly Assistant Director

LDA 22 : Rs 138000

Director

32. LAW REFORM COMMISSION

32.1 The Law Reform Commission (LRC) is established as an independent statutory body in accordance with the LRC Act 2005 and operates under the purview of the Attorney General's Office. The main functions of the LRC are to: review in a systematic way the laws of Mauritius; make recommendations for its reform and development; and advise the Attorney General on ways in which the laws can be made as understandable and accessible as is practicable.

32.2 In pursuance of its mandate, the Commission ensures that the laws of Mauritius are in conformity with constitutional and human rights standards as well as with our international obligations. It is also engaged in comparative legal research for evaluating the merits and demerits of our laws in the light of the experience of other jurisdictions.

32.3 The Chief Executive Officer is at the helm of the LRC and is responsible, among others, for all research carried out as well as the day-to-day supervision of staff. The research functions are performed by officers of the Law Reform Officer Cadre, while the Secretary to Commission looks after the administration of the LRC, under the supervision of the Chief Executive Officer whereas, officers belonging to grades under the General Services provide support to the latter.

32.4 For this review exercise, the staff side did not submit any representation. On the other hand, Management requested for an upgrading in the status of the Chief Executive Officer and to grant the latter housing and security allowances; the creation of grades; a review of the qualifications requirement of the grade of Secretary to Commission; grant of duty-exemption facilities to officers of the Law Reform Officer Cadre; and an upward review of the salary of the grade of Driver/Office Attendant. The Bureau has examined the requests from a functional perspective and quite a few were not retained for inclusion in the Report, as they did not satisfy certain requirements.

32.5 After examining the proposals, we are strengthening the structure with the creation of a grade of Assistant Financial Operations Officer and revisiting the salary of the grade of Driver/Office Attendant.

Assistant Financial Operations Officer (New Grade)

32.6 According to Management, financial and accounting issues are being looked into by an Office Management Assistant, under the supervision of the Secretary to Commission. With an evolution in financial operations at the LRC, request was made for the creation of a grade of Financial Operations Officer/Senior Financial Operations Officer to perform finance related duties.

32.7 After examining the proposal, the Bureau considers that in view of the extent of financial operations activities at the LRC, it would be more appropriate to create a level of Assistant Financial Operations Officer to meet its needs. We are, therefore, recommending accordingly.

Recommendation 1

32.8 We recommend the creation of a grade of Assistant Financial Operations 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.

32. LAW REFORM COMMISSION

SALARY SCHEDULE

LRC 1 : 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
formerly Driver/Office Attendant

LRC 2 : 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

LRC 3 : 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

LRC 4 : 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 (New Grade)

LRC 5 : 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

LRC 6 : 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

LRC 7 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

LRC 8 : 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

Secretary to Commission

32. LAW REFORM COMMISSION (Contd)

LRC 9 : 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 - 86750 x 2500 - 91750

Law Reform Officer/Senior Law Reform Officer

LRC 10 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Principal Law Reform Officer

LRC 11 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Secretary to Commission (Personal)

LRC 12 : Rs 150000

Chief Executive Officer

33. LE MORNE HERITAGE TRUST FUND

33.1 Established under the Le Morne Heritage Trust Fund Act No. 10 of 2004, Le Morne was proclaimed a National Heritage on 24 January 2006 due to its growing importance at the national level that is associated with a common sense of belonging.

33.2 It is mandated to preserve, safeguard and manage the landscape so that it can be used in a wise and sustainable manner. The core objectives of the Fund include, *inter alia*, promoting Le Morne as a national, regional and international memorial site; preserving and promoting its historical, cultural, environmental and ecological aspects; encouraging research and supporting projects and publications related to slavery and marronage; and collecting, publishing and disseminating information related thereto as well as establishing links with appropriate international organisations.

33.3 Being at the helm of the Fund, the Director is responsible for the control and management of its day-to-day business and is assisted by a complement of professional, technical and supporting staff.

33.4 Management's submissions for this review exercise related mainly to creation of various grades. However, during meeting, Management took note that some of these grades could not be created as the proposed duties were already prescribed in the schemes of service of other existing grades of the Fund.

33.5 We have examined all proposals and consider that unfilled positions impact the smooth running of the organisation. Hence, **to address all Human Resources (HR) issues, it is recommended that Management conducts an HR Audit, subsequent to which, appropriate action may be taken accordingly**. Nevertheless, to enhance the service delivery, we are creating a few grades as well as restyling the grades in the Assistant Site Manager Cadre to better reflect the functions of the Fund.

Site Manager (World Heritage)
formerly Site Manager

Assistant Site Manager (World Heritage)
formerly Assistant Site Manager

33.6 Management has requested for the creation of the grades of World Heritage Site Manager and World Heritage Site Assistant Manager against abolition of the grades of Site Manager and Assistant Site Manager. The proposed qualifications requirement submitted for both grades were similar to the existing ones. The Bureau thus, during the consultative meeting, informed that the request should have been made for restyling the existing grades to which Management concurred. With a view to align with what obtains in other Heritage Sites, we are restyling the grades of Site Manager and Assistant Site Manager as recommended in the ensuing paragraphs.

Recommendation 1

33.7 We recommend that the grades of Site Manager and Assistant Site Manager be restyled Site Manager (World Heritage) and Assistant Site Manager (World Heritage) respectively.

Assistant Procurement and Supply Officer (New Grade)

33.8 For this Report, Management stressed on the need for the creation of a grade of Assistant Procurement and Supply Officer to handle procurement matters. In a bid to ease the procurement functions, we are providing the grade.

Recommendation 2

33.9 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.

Site Conservation Worker (New Grade)

33.10 Management relayed that preserving and promoting historical, cultural, environmental and ecological aspects of the Le Morne Cultural Landscape including the International Slave Route Monument and the Trou Chenilles Open Air Museum are among the core activities of the Fund. To better preserve the heritage, regular maintenance and conservation works of the aforementioned sites are required. Currently, the services of the Tourism Authority are being solicited for the cleaning of sites whereas the maintenance works were partly carried out by a Handy Worker who has resigned from the service. According to Management, these services are not being outsourced due to shortage of funds. In the circumstance, a request has been made to create a grade of Site Conservation Worker to which the Bureau is agreeable and is recommending accordingly.

Recommendation 3

33.11 We recommend the creation of a grade of Site Conservation Worker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate; 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; and having knowledge in conservation/restoration work.

33.12 Incumbent would be responsible to, *inter alia*: perform simple masonry, carpentry, electrical and plumbing works; carry out from drawings and specifications the construction of any structure or building and trowel lime/cement floors to levels; conduct minor repairs, site cleaning and maintenance works; and ensure that all

operations regarding the use of specific tools and equipment are carried out safely.

Office Auxiliary/Senior Office Auxiliary (New Grade)

33.13 A grade of Driver/Office Attendant exists on the establishment of the Fund to perform dual function of Driver and Office Attendant. However, Management has reported that the dual function is non-operational as incumbent is being required to perform the duties of Office Attendant only. In the face of this situation, Management has urged for the creation of the latter grade. After examining the request, we are providing a grade of Office Auxiliary/Senior Office Auxiliary.

Recommendation 4

33.14 We recommend the creation of a grade of Office Auxiliary/Senior Office Auxiliary. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

33.15 We additionally recommend that with the creation of the grade of Office Auxiliary/Senior Office Auxiliary, the existing grade of Driver/Office Attendant now restyled Driver/Office Auxiliary be made evanescent. A personal salary is being provided to the incumbent in post.

33. LE MORNE HERITAGE TRUST FUND

SALARY SCHEDULE

MHTF 1 : **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**

Handy Worker

MHTF 2 : **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**

Surveillant

MHTF 3 : **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 (New Grade)

MHTF 4 : **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**

Driver
Driver/Office Auxiliary (Personal)
formerly Driver/Office Attendant

MHTF 5 : **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**

Site Conservation Worker (New Grade)

33. LE MORNE HERITAGE TRUST FUND (Contd)

MHTF 6 : 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

Clerk Assistant (Personal to officers in post as at 31 December 2015)

MHTF 7 : 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
Heritage Guide

MHTF 8 : Rs 26045 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 - 46900

Conservation Officer

MHTF 9 : 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

MHTF 10 : 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 Procurement and Supply Officer (New Grade)

MHTF 11 : 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

MHTF 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 x 1750 - 60600

ICT Technician

MHTF 13 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

MHTF 14 : 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

Administrative Secretary
Marketing and Public Relations Officer
Research Officer

MHTF 15 : 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

Documentalist

33. LE MORNE HERITAGE TRUST FUND (Contd)

MHTF 16 : 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 - 86750

Assistant Site Manager (World Heritage)
formerly Assistant Site Manager
Curator

MHTF 17 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Site Manager (World Heritage)
formerly Site Manager

MHTF 18 : Rs 130000

Director

34. MAHATMA GANDHI INSTITUTE

34.1 Operating under the *aegis* of the Ministry of Education and Human Resource and Ministry of Tertiary Education, Science and Research, the Mahatma Gandhi Institute (MGI) was set up in accordance with the MGI Act 1982 as subsequently amended in 2002.

34.2 Its objectives are to establish, as a tribute to Mahatma Gandhi, a centre of studies of Indian culture and traditions; and promote education and culture generally. It is also mandated to promote Indian Studies, Performing Arts, Fine Arts, Mauritian and Area Studies, Chinese Studies and Indological Studies.

34.3 The MGI runs six secondary schools around the country. At tertiary education level, there are five schools under its responsibility, namely the School of Indian Studies, School of Performing Arts, School of Fine Arts, School of Mauritian and Area Studies and School of Indological Studies which offer a series of courses in a bid to promote Indian studies and culture. It also provides opportunities to local and foreign artists to showcase their artworks through a number of workshops, seminars, conferences and exhibitions.

34.4 As the principal academic and administrative officer, the Director-General (MGI/RTI) is responsible for its finances and for maintaining as well as promoting the good order and efficiency of the Institute. In the performance of her duties, she is assisted by the Director (MGI), the Director (Schooling) (MGI/RTI), academics, officers in teaching (secondary), professional, technical and other supporting grades.

34.5 Common representations made by the Unions of both secondary and tertiary sectors along with Management pertain to, among others, creation and restyling of a few grades; and payment of specific allowances. Additionally, staff side of the secondary sector made proposals, *inter alia*, for amendment to existing schemes of service of some positions together with a review of specific Conditions of Service governing the teaching personnel while the Union of the tertiary sector requested for the introduction of Sabbatical Leave Scheme to the academics, among others.

34.6 During consultative meetings, parties were informed of requests which could not be entertained as well as the reasons thereof. The views of the Management were also sought on certain requests emanating from the staff side. Furthermore, the statistics published by Statistics Mauritius with respect to intakes for the tertiary sector at the MGI have also been taken into consideration.

34.7 After examining all the proposals, we are supplementing the organisation structure of the MGI through the creation of a few grades.

Quality Assurance Officer (New Grade)

34.8 Both Management and the staff side requested for the creation of a grade of Quality Assurance Officer for the secondary sector at the MGI for ensuring, among others, quality audit of the curriculum and resources. The parent Ministry supported the proposal. We are, therefore, creating the grade of Quality Assurance Officer for the secondary sector at the MGI.

Recommendation 1

34.9 We recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing a Degree or joint Degree; Master's Degree; and reckoning at least five years' experience in Teaching or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department at secondary level in the Education Sector.

34.10 Incumbent would be required, *inter alia*, to carry out system evaluation and submit reports thereof; assist on curriculum panels and evaluate curricular materials; ensure maximum utilisation of resources in schools; tender pedagogical advice to Educators; assist in staff development programmes and report on status of teaching and learning on different disciplines in schools; and set standards and benchmarks for subject areas.

Public Relations and Marketing Officer (New Grade)

34.11 During consultations, it was submitted that the MGI organises a series of cultural activities and dispenses several courses at different levels throughout the year. In that perspective, the Union requested for the creation of a dedicated grade which would encompass duties related to marketing and public relations to facilitate communication with both the public at large and within the organisation about the activities of MGI. Management was agreeable to this request.

34.12 In the given circumstance, we are providing for the grade of Public Relations and Marketing Officer.

Recommendation 2

34.13 We recommend the creation of a grade of Public Relations and Marketing Officer. Appointment thereto 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 and reckoning at least two years' experience in the field of Public Relations and Marketing or Communication or Marketing.

34.14 Incumbent would be required to, among others, communicate with a wide range of audiences including the general public, potential and existing students and other institutions; be responsible for all media matters; coordinate events and activities at the MGI; develop and coordinate marketing policies and strategies;

design and implement appropriate marketing tools for the MGI; and contribute to the enhancement of the MGI's website, presence in social media and develop the MGI's public profile, both locally and internationally.

Senior Graphic Artist (New Grade)

34.15 Management requested for the creation of the grade of Senior Graphic Artist. In view of the activities at MGI such as publication of books for oriental languages at primary, secondary and tertiary levels, we are making appropriate recommendation.

Recommendation 3

34.16 We recommend the creation of a grade of Senior Graphic Artist. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Graphic Artist who reckon at least two years' service in a substantive capacity in the grade.

34.17 Incumbent would be required to, *inter alia,* be in charge of the proper running of the Graphic Unit; design and produce visual materials on paper and electronic media with proficiency for printing press; identify appropriate media for graphical communication in the performance of work and use them proficiently; supervise staff working under his responsibility; keep records of and ensure proper completion of work; and be responsible for the provision of adequate tools and equipment and ensure that they are maintained in a good working condition.

General Services

34.18 Both the staff side and Management requested for the creation of a grade of Office Management Assistant. The structure of the General Services grades at the MGI has been examined and we consider that there is need to revisit same. We are making appropriate recommendations along with the provision of appropriate transitory measures in ensuing paragraphs.

Office Management Assistant
formerly Higher Executive Officer

Recommendation 4

34.19 We recommend that the grade of Higher Executive Officer be restyled Office Management Assistant. Appointment thereto should, henceforth, be made by promotion, on the basis of experience and merit, of officers in the grade of Executive Officer (Personal). Upon complete phasing out of the grade of Executive Officer (Personal), appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Office Superintendent

Recommendation 5

34.20 We recommend that the grade of Senior Executive Officer be made evanescent.

34.21 We also recommend that in future, the grade of Office Superintendent should be filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Executive Officer (Personal) reckoning at least 10 years' service in the Executive Cadre. Upon complete phasing out of the grade of Senior Executive Officer (Personal), appointment to the grade should be made by promotion, on the basis of experience and merit, of officers in the grade of Office Management Assistant *formerly Higher Executive Officer* reckoning at least 10 years' service in a substantive capacity in the grade or an aggregate of at least 12 years' service in the Executive Cadre. Upon complete phasing out of the grade of Office Management Assistant *formerly Higher Executive Officer,* appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Assistant Procurement and Supply Officer (New Grade)

34.22 In the context of the 2021 PRB Report, the Bureau was apprised that the grade of Stores Officer (Personal) was listed for abolition. Hence, Management was advised to create the grade of Assistant Procurement and Supply Officer as per provision made in the PRB Report, whenever the grade of Stores Officer (Personal) is abolished. Given that same could not be put into effect, both Management and the staff side requested for a restyling of the grade of Stores Officer (Personal) to Assistant Procurement and Supply Officer, on the basis that the latter grade is now vacant and listed for abolition.

34.23 For the proper functioning of the section, we are making provision for the grade of Assistant Procurement and Supply Officer which is in line with the Bureau's general policy for such grades.

Recommendation 6

34.24 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.

34.25 We further recommend that the grade of Stores Officer (Personal) be abolished.

Senior Archives Officer (New Grade)

34.26 The MGI Indian Immigrant Archives consists of ancient documents which are part and parcel of the Mauritian History and the beginning of civilisation of Mauritius.

In that respect, the MGI requested for the creation of several grades in the Archives Officer Cadre as currently there are only two levels, namely Archives Officer and Head, Library and Archives. We are, thus, reinforcing the structure with the creation of a grade of Senior Archives Officer.

Recommendation 7

34.27 We recommend the creation of a grade of Senior Archives Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Archives Officer who reckon at least four years' service in a substantive capacity in the grade.

34.28 Incumbent would be required, among others, to classify, index and catalogue records; prepare finding aids and other research tools including national chronology and other bibliographical supplements; carry out research work (local, foreign and official) and submit reports thereon; and prepare photocopies or photographic replicas for authentication.

Technician (Audio-Visual) (New Grade)

34.29 The Bureau was informed that recordings are an ongoing feature in the studio at the MGI. However, there is no dedicated grade to perform duties related to recording, photography and editing of the videos. Hence, Management requested for the creation of the grade of Technician (Audio-Visual). We are recommending accordingly.

Recommendation 8

34.30 We recommend the creation of a grade of Technician (Audio-Visual). Appointment thereto should be made by selection from among candidates possessing a Certificate in Audio Visual or Photography or Graphics Design or an equivalent qualification and reckoning at least one year experience in photography/video recording.

34.31 Incumbent would be required, *inter alia*, to take pictures, carry out video recording and filming of events, functions, programmes and interviews in and out of office premises; produce professional and high quality photographs and videos using latest technology; perform editing and classification of photographs and audio-visual records on various media and maintain the audio-visual and photographic records for the MGI Mediatheque; and provide technical support in the setting up and operating of the audio-visual equipment of the Institute.

Driver (Heavy Vehicles above 5 tons) (New Grade)

34.32 Presently, there is a grade of Driver at the MGI whereby the incumbent is required to drive vehicles up to 5 tons. The MGI has recently acquired a Tipper Truck which requires the Driver to possess specific driving license.

34.33 In this context, both Management and the staff side requested for the creation of a grade of Driver (Heavy Vehicles above 5 tons). We are recommending accordingly.

Recommendation 9

34.34 We recommend the creation of a grade of Driver (Heavy Vehicles above 5 tons). Appointment thereto should be made by selection from among Drivers on the permanent and pensionable establishment of the MGI who possess a Goods Vehicle Driving License (manual gear).

34.35 Incumbent would be required, among others, to drive buses and other vehicles above 5 tons; drive cars and vans, as and when required; carry out specific checks/maintenance tasks related to the vehicles; attend to minor repairs; report any defect observed to the Head of Section; record movements in logbooks; and perform despatch work.

Welder (New Grade)

34.36 Both Management and Union have requested for the creation of a grade of Welder, for the secondary and tertiary sectors. The Bureau was informed that the grade is required in the secondary sector in view of the repairs and maintenance which need to be carried out throughout the year while for the tertiary sector, the grade is required to assist the students with the mounting of sculptures and related items in the Department of Sculpture.

34.37 The Bureau has analysed the request and in light of the justifications put forward, we are providing for a grade of Welder.

Recommendation 10

34.38 We recommend the creation of a grade of Welder. Appointment thereto should be made by selection from among candidates who possess the Certificate of Primary Education or Primary School Achievement Certificate and have passed the appropriate trade test or possess the National Trade Certificate (Level 3) in Welding and Metal Fabrication or National Certificate (Level 3) in Welding issued by the Mauritius Institute of Training and Development or an equivalent qualification.

34.39 Incumbent would be required to, *inter alia,* carry out necessary measurements and calculations of the trade in accordance with technical specifications and all forms of welding works on different materials in an efficient manner; make sound welds in down-hand, oblique, vertical and up-hand positions; use and maintain in good working condition all tools and equipment of the trade inclusive of oxy-acetylene gas and arc welding equipment; ensure that all operations regarding the use of specific tools and equipment are carried out within safe workshop practices; and prepare estimates with regard to the type and quantity of materials required for specific works.

Library Auxiliary (New Grade)

34.40 Currently, there exist the grades of Library Clerk, Senior Library Clerk, Library Officer, Librarian and Head, Library and Archives at the MGI. Request was made by the Union for the creation of a grade to provide support to the library staff in the secondary schools and central library thereat. Management is agreeable to same for its secondary schools and the MGI Specialised Library for Language and Culture.

34.41 We are, therefore, providing for the grade of Library Auxiliary in line with what obtains in other parastatal bodies.

Recommendation 11

34.42 We recommend the creation of a grade of Library Auxiliary. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.

34.43 Incumbent would be required, among others, to open and close the library; clean and maintain the library and premises including window panes, furniture equipment and library materials; direct visitors to the library; keep watch over the library and premises during opening hours; assist in sorting and arranging library materials for shelving and help the library staff in stock taking, write-off and transfer of library materials, as and when required; and prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.

Head, Workshop Assistant
formerly Senior/Head Workshop Assistant

Workshop Assistant/Senior Workshop Assistant
formerly Workshop Assistant

34.44 Request was made by the staff side for the restyling of the grade of Workshop Assistant to Workshop Assistant/Senior Workshop Assistant and provision to be made for those officers who have reached the top salary to move incrementally by one increment.

34.45 The Job Description Questionnaires of officers in the grade of Workshop Assistant have been perused and in view of the complexity of the work, we are restyling the grades of Workshop Assistant and Senior/Head Workshop Assistant to a more appropriate appellation along with a review of the qualifications requirement.

Recommendation 12

34.46 We recommend that the grades of Workshop Assistant and Senior/Head Workshop Assistant be restyled Workshop Assistant/Senior Workshop Assistant and Head, Workshop Assistant respectively. This element has been taken into consideration while arriving at their respective salary scale.

34.47 We further recommend that, henceforth, the grade of Workshop Assistant/Senior Workshop Assistant *formerly Workshop Assistant* should be filled from among candidates possessing a Cambridge School Certificate with at least a pass in Physics or Design and Communication or Design and Technology or an equivalent qualification. Candidates should be all round handyman, aware of the rudimentary safety precautions needed in workshops and capable to using common hand tools found in a workshop.

Movement Beyond Top Salary

34.48 Currently, graduates and professionals are allowed to move incrementally beyond their top salary, subject to satisfying certain criteria.

34.49 General recommendations have been made under the Chapter on Incremental Credit and Incremental Movement in Volume 1 of this Report for movement beyond top salary for graduates and professionals.

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

SECONDARY EDUCATION

34.51 Given that certain specific provisions made for the grade of Educator (Secondary) at the Ministry of Education and Human Resource are also applicable to the Educators (Secondary) at the MGI, we are replicating these recommendations.

Recommendation 13

34.52 We recommend that:

(i) an Educator (Secondary) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications;

(ii) candidates who possess a post 'A' Level Degree should, upon appointment as Educator (Secondary) join the recommended salary scale at salary point Rs 37290;

(iii) Educators (Secondary) drawing a monthly salary of less than Rs 37290 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 37290; and

(iv) Educators (Secondary) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 77750, be allowed to move incrementally in the Master Salary Scale up to salary point of Rs 84500 provided that they satisfy the performance criteria as set

out in the Chapter on Observations and General Provisions of this Volume.

Allowance

Recommendation 14

34.53 We recommend that:

(i) the monthly allowance paid to Educators (Secondary) who do not possess the qualifications required to cross the QB and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, be revised to Rs 2730; and

(ii) on obtention of the qualifications required to cross the QB, these Educators (Secondary) would be eligible to:

(a) a salary point arrived at after adding the allowance to the basic salary; OR

(b) draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 37290, whichever is higher.

Allowance payable to Head of Department

34.54 In the last Report, the Bureau aligned the quantum of allowance payable to the Educators (Secondary) who are assigned the duties of Head of Department in the State Secondary Schools and enlarged the responsibilities devolving upon the Head of Department.

34.55 Given that the current arrangement is still effective, we are maintaining the provisions while revising the quantum of the allowance.

Recommendation 15

34.56 We recommend that Educators (Secondary):

(i) who are assigned the duties of Head of Department, should be paid a monthly allowance of Rs 2200; and

(ii) should continue to teach their subject of specialisation for 25 periods weekly.

34.57 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

34.58 Presently, officers in the grade of School Superintendent are allowed to move beyond the Qualification Bar (QB) upon completion of a work related course in School Management, which is arranged by Management. This arrangement should continue to prevail.

Recommendation 16

34.59 We recommend that:

(i) Management should continue to arrange for School Superintendents 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

34.60 Presently, members of the teaching personnel assigned full responsibility of classroom teaching during a whole calendar year and who effectively perform teaching duties are refunded 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. Given that this provision is still effective, we are maintaining same.

Recommendation 17

34.61 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.

34.62 We also recommend that up to a maximum of 10 days of unutilised casual leave in respect of those members of teaching personnel who proceed on retirement or pass away while in service should be refunded on a *pro-rata* basis in that particular year.

Vacation Leave

34.63 Specific provisions for vacation leave exist for the teaching personnel due to the specificities in the Education Sector. For this review exercise, representations were made from the staff side to allow some flexibility for the grant of vacation leave during the third semester.

34.64 The requests have been examined and the views of the parent Ministry were equally sought. We are making appropriate recommendations.

Recommendation 18

34.65 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.

34.66 We recommend that the teaching personnel:

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

(b) 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 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;

(iii) after maternity leave;

(iv) attending to one's own graduation ceremony or that 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;

(viii) demise of a close relative such as child, parent or spouse; and

(ix) 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.

34.67 We also recommend that vacation leave may be granted only for reasons specified at Part (c) of the above paragraph during third term.

34.68 The term "immediate member of the family", for the purpose of paragraph 34.66 (c) (i) and (iv) is deemed to mean the officer's father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

34.69 We further recommend that members of the teaching personnel should attend to training courses/seminars, talks and workshops organised during school vacation.

Loan Facilities to purchase Laptop/PC

34.70 In the last PRB Report, provisions were made for the grant of loan facilities to the teaching personnel to enable them to avail of the proper tools and equipment. We are maintaining this provision.

Recommendation 19

34.71 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.

34.72 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 Ministry of Education and Human Resource.

TERTIARY EDUCATION

Instructional Designer (New Grade)

34.73 For this review exercise, both the staff side and Management requested for the creation of a grade of Instructional Designer as the MGI is heading towards a new arena of technology and has been entrusted with additional responsibilities to design digital contents and provide training in different projects.

34.74 To allow the MGI to meet the challenges of e-learning, we are providing for the new grade of Instructional Designer.

Recommendation 20

34.75 We recommend the creation of a grade of Instructional Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Instructional Design or Educational Technology or an equivalent qualification and reckoning at least two years' post-qualification experience in education/teaching practice.

34.76 Incumbent would be required, among others, to be responsible for designing various types of visual communication in the field of education; devise appropriate methods for converting face-to-face learning content into e-learning materials; ensure proper use and storage of visual/teaching materials and equipment; supervise the work of Graphic Artist; give pedagogical help in the preparation of

teaching aids, as and when required; and conduct research and evaluation, interpret data and recommend procedures and solutions for effective learning and instructions.

Special Provision for Academics

Recommendation 21

34.77 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 86750 and not more than Rs 122000 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 Chapter on Observations and General Provisions of this Volume.

Academic Attainment

34.78 Academics are granted additional increments for academic attainment through published research, teaching, administrative contributions and publications subject to certain criteria. In the last Report, we introduced guidelines for assessing academic attainment for an effective and uniform implementation of the provision in all Higher Education Institutions.

34.79 Given that the set guidelines still hold good, this arrangement should continue. We are extending this benefit to Professors subject to satisfying certain conditions.

Recommendation 22

34.80 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree 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.

34.81 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.

34.82 We also recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 34.78 above shall deem to be the new top salary.

34.83 We additionally recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:

(i) have drawn their revised salary for at least 12 months; and

(ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:

a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;

b) supervised at least two PhD Degree theses;

c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and

d) reckon experience in:

(i) the organisation of conferences/seminars/workshops/ policy dialogues;

AND

(ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Sabbatical Leave

34.84 Request was made from the staff side for the re-introduction of the Sabbatical Leave Scheme to the academics of the MGI, to allow them to devote time on scholarly research and keep them abreast of new developments in their fields.

34.85 The Bureau considers that it is important for academics to be able to avail of sabbatical leave for their personal and professional development. The more so similar provisions exist in other Higher Education Institutions. We are, therefore, recommending accordingly.

Recommendation 23

34.86 We recommend that Management of the MGI should consider the advisability of setting up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.

Allowance payable to Head of School

34.87 At present, academics who are assigned the duties of Head of School are being paid an allowance of Rs 2200. For this review exercise, request was made by both the Union and Management for the payment of an allowance to the Academics who are assigned the duties of Head of Department.

34.88 Based on the information submitted by the MGI, it has been noted that the number of intakes for some departments is on low side while for certain there has been no intakes. In the given circumstance, the request for an allowance to academics who are assigned the duties of Head of Department cannot be entertained. We are, however, reviewing the allowance payable to the Head of School.

Recommendation 24

34.89 We recommend that academics who are assigned the duties of Head of School be paid a monthly allowance of Rs 2420.

Head, Department of Creativity and Performance

Recommendation 25

34.90 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 26

34.91 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 16.2.17 (No. 2) of Volume 1 of this Report though drawing salary in a scale the maximum of which is less than Rs 118000.

General Provisions

Discipline

34.92 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

34.93 We reiterate that full-time academic and non-academic staff of the MGI should not be allowed to participate in active politics so as not to disrupt the smooth running of activities.

Abolition of Grade

34.94 Management has submitted that the grade of Guest House Attendant is vacant and has listed it for abolition. **We are, therefore, abolishing the grade of Guest House Attendant**.

34. MAHATMA GANDHI INSTITUTE

SALARY SCHEDULE

MGI 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

MGI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MGI 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

MGI 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener
Library Auxiliary (New Grade)
Museum Attendant

MGI 5 : 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
formerly Office Attendant

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 6 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840

Workshop Assistant/Senior Workshop Assistant
formerly Workshop Assistant

MGI 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

MGI 8 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Carpenter
Electrician
Mason
Painter
Plumber and Pipe Fitter
Welder (New Grade)

MGI 9 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Head Gardener
Head Office Auxiliary
formerly Senior/Head Office Attendant

MGI 10 : Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Head, Workshop Assistant
formerly Senior/Head Workshop Assistant

MGI 11 : 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

MGI 12 : Rs 26645 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

Driver (Heavy Vehicles above 5 tons) (New Grade)

MGI 13 : Rs 24245 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

Clerk Assistant

MGI 14 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 – 38215 QB 39140 x 970 – 42050

Assistant Technician (Printing)

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 15 : Rs 24545 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

ICT Laboratory Auxiliary
formerly Computer Laboratory Auxiliary
Laboratory Auxiliary

MGI 16 : Rs 24245 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

Overseer

MGI 17 : 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
Word Processing Operator (Oriental Language)

MGI 18 : 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

Archives Officer
Clerical Officer
formerly Clerical Officer/Higher Clerical Officer
Library Clerk

MGI 19 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Foreman

MGI 20 : Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900

Senior ICT Laboratory Auxiliary
formerly Senior Computer Laboratory Auxiliary
Senior Laboratory Auxiliary

MGI 21 : Rs 27265 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 - 47950

Technician (Audio-Visual) (New Grade)

MGI 22 : 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 - 47950

Senior Word Processing Operator

MGI 23 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960 QB 45930 x 970 - 46900 x 1050 - 47950

Senior Assistant Technician (Printing)

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 24 : 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
Senior Archives Officer (New Grade)

MGI 25 : 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
Assistant Procurement and Supply Officer (New Grade)
Executive Officer (Personal)

MGI 26 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Senior Library Clerk

MGI 27 : Rs 27265 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 - 51200

Technician

MGI 28 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200

Office Supervisor

MGI 29 : 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 - 52300

Performing Artiste

MGI 30 : 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

Assistant Instructor (Personal)

MGI 31 : 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 - 54500 x 1450 - 55950

Technician (Personal to officers in post as at 31.12.20)

MGI 32 : 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 – 52300 QB 53400 x 1100 - 54500 x 1450 - 55950

Assistant Editor

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 33 : Rs 30615 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

Usher/Senior Usher

MGI 34 : 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

MGI 35 : 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
Procurement and Supply Officer

MGI 36 : 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
formerly Higher Executive Officer

MGI 37 : 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

MGI 38 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (Future Holder)

MGI 39 : 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

Graphic Artist
ICT Technician
formerly Computer Technician
Library Officer
Maintenance Officer
Printing Officer

MGI 40 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Performing Artiste

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 41 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer
Senior Assistant Editor
Senior Executive Officer (Personal)
Senior Procurement and Supply Officer (Personal)

MGI 42 : 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

MGI 43 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

MGI 44 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350 x 1850 - 66050

School Superintendent

MGI 45 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Senior Graphic Artist (New Grade)

MGI 46 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Procurement and Supply Officer

MGI 47 : 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 – 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Educator (Secondary)

MGI 48 : 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 QB 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Educator (Secondary) (Personal to holders of post as at 30.06.2003)

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 49 : 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

Administrative Officer
Curator (Folk Museum)
Instructional Designer (New Grade)
Public Relations and Marketing Officer (New Grade)
Quality Assurance Officer (New Grade)

MGI 50 : 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

Counsellor
Librarian

MGI 51 : 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

MGI 52 : 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 IT Administrator

MGI 53 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

MGI 54 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer

MGI 55 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Educator (Secondary)

MGI 56 : Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Deputy Rector

34. MAHATMA GANDHI INSTITUTE (Contd)

MGI 57 : 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

Assistant Registrar
Head, Gandhian Basic School
Head, Publishing and Printing Department

MGI 58 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Senior Lecturer

MGI 59 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Head, Library and Archives
Rector

MGI 60 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Assistant Director (Schooling)
Programme Co-ordinator
Registrar

MGI 61 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Associate Professor
Bursar

MGI 62 : Rs 118000 x 4000 - 130000

Secretary (MGI/RTI)

MGI 63 : Rs 138000

Professor

MGI 64 : Rs 140000

Director (Mahatma Gandhi Institute)
Director (Schooling) (MGI/RTI)

MGI 65 : Rs 158000

Director General (MGI/RTI)

35. MALCOLM DE CHAZAL TRUST FUND

35.1 The Malcolm de Chazal Trust Fund (MCTF) is a body corporate established under the MCTF Act No. 51 of 2002. Its objectives include, *inter alia*, preserving the collection of the work of Malcolm de Chazal as part of the Mauritian cultural heritage and promoting a greater understanding; disseminating his works and ideas both nationally and internationally; and encouraging the expression of the Mauritian creative genius in the philosophical, literary, artistic and other related domains.

35.2 It is managed by a Board of Trustees. Presently, there is only the grade of Coordinator on the establishment of the Fund which has not been filled since its creation. The support services are being provided by a Management Support Officer from the Ministry of Arts and Culture. Proposals of the parent Ministry, for this Report, pertained merely to the creation of the grades of Director, Curator and Clerk/Word Processing Operator to enable the Fund to kick-start its operations.

35.3 During consultation, the Bureau clarified that a grade of Director cannot be created at this stage as no provision exists in the MCTF Act for this position. Management was also apprised that there is no functional justification for the grade of Curator. We are providing a new level of Clerk/Word Processing Operator to ease the operational functioning of the Fund.

Clerk/Word Processing Operator (New Grade)

Recommendation 1

35.4 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; a 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 a Certificate in Typewriting at a speed of at least 25 words per minute.

35.5 Incumbent would be required, among others, to: prepare, scrutinise and process straight forward documents and records; type and collate official documents; and perform clerical duties related to finance, human resource, registry and procurement and supply under supervision.

35. MALCOLM DE CHAZAL TRUST FUND

SALARY SCHEDULE

MCTF 1 : 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)
Coordinator

36. MANUFACTURING SECTOR WORKERS WELFARE FUND

36.1 The Manufacturing Sector Workers Welfare Fund (MSWWF) is a body corporate set up under Act No. 29 of 2012 and operates under the *aegis* of the Ministry of Labour and Industrial Relations.

36.2 Its objectives are to cater for the advancement and promotion of the social and economic welfare of manufacturing sector workers, their spouses together with their children through loans or financial assistance and other leisure activities through provision of education support as well as training; promotion of family socialisation and general welfare through increased engagement in leisure and sports activities; stimulation of awareness on welfare matters at work and at home; provision of support to families with children below school going age; and provision of welfare of expatriate workers.

36.3 Being at the apex of the Fund, the General Manager is responsible for the execution of the policy of the Board as well as for the control and management of the day-to-day administration of the organisation. He is assisted by officers in the technical and General Services grades as well as employees of the Workmen's Group.

36.4 In the context of this review exercise, no representation was received on behalf of the staff side. Management, on the other hand, requested the Bureau to cater for a career path for the Executive Officer (Personal) in post and to maintain the remaining existing grades.

36.5 The requests were examined and no change is being brought to the current structure while the salary scales of the grades are being revised.

36. MANUFACTURING SECTOR WORKERS WELFARE FUND
SALARY SCHEDULE

MSWWF 1 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

MSWWF 2 : 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
formerly Office Attendant

MSWWF 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Telephone Operator

36. MANUFACTURING SECTOR WORKERS WELFARE FUND (Contd)

MSWWF 4 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Driver/Handy Worker (Skilled)

MSWWF 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

Clerk/Word Processing Operator

MSWWF 6 : Rs 26645 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 - 46900 x 1050 - 49000

Programme/Welfare Assistant

MSWWF 7 : 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

MSWWF 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

Accounts Clerk
Executive Officer (Personal)

MSWWF 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

MSWWF 10 : 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

MSWWF 11 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

MSWWF 12 : 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

Programme Welfare Officer
Secretary

36. MANUFACTURING SECTOR WORKERS WELFARE FUND (Contd)

MSWWF 13 : 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

IT Analyst
formerly IT Officer

MSWWF 14 : 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

Accountant

MSWWF 15 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Programme Coordinator

MSWWF 16 : Rs 130000

General Manager

37. MARATHI SPEAKING UNION

37.1 The Marathi Speaking Union (MSU) was set up as a body corporate under the provisions of the Marathi-Speaking Union Act No. 22 of 2015. It operates under the *aegis* of the Ministry of Arts and Culture and aims, among others, at becoming an inspiring body of excellence for the promotion and consolidation of the Marathi language in all its forms at national and international level; and promoting the Marathi language in its written and spoken forms.

37.2 It is administered and managed by an Executive Council. Presently, its organisation structure comprises the grades of Clerk/Word Processing Operator and Caretaker.

37.3 In the context of this review exercise, Management has requested for the creation of grades and provided further information/justifications thereon.

37.4 After examination of the proposals and additional information submitted by Management, we are reinforcing the existing organisation structure with the creation of the grade Administrative Secretary.

Administrative Secretary (New Grade)

37.5 Management has requested for a dedicated grade to perform the administrative duties. The Bureau is, therefore, providing the grade of Administrative Secretary on the establishment, for the smooth running of the MSU.

Recommendation 1

37.6 We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Administration and/or Management or an equivalent qualification and reckoning at least two years' post-qualification experience in administrative or managerial duties.

37.7 Incumbent would be called upon, *inter alia*, to: provide administrative assistance in formulating and maintaining adequate administrative procedures; formulate and implement plans regarding manpower development, training and policies; act as Secretary to Board meetings and any other Committees; draft and prepare agenda, minutes and reports for management and other committee meetings; handle matters having legal implications; and represent Marathi Speaking Union at Tribunals/Commissions/Courts of Law and Committees with Ministries and other organisations, as and when required.

37. MARATHI SPEAKING UNION

SALARY SCHEDULE

MSU 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Caretaker

MSU 2 : 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

MSU 3 : 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

Administrative Secretary (New Grade)

38. MAURITIAN CULTURAL CENTRE TRUST

38.1 Established in 2001, the Mauritian Cultural Centre Trust (MCCT) operates under the *aegis* of the Ministry of Arts and Culture. The objects of the Trust are, among others, to: promote Mauritian culture and develop a plural Mauritian cultural identity; showcase Mauritian culture worldwide; encourage Mauritian artistic and cultural creativity; identify, develop and perpetuate Mauritian cultural heritage inclusive of oral traditions and folk arts; and set up a Mauritian cultural troupe.

38.2 As per the provisions of the MCCT Act, the Trust should be managed by a Board of Trustees and a Director shall be responsible for the execution of the policy of the Board and for the control and management of the day-to-day business. Currently, the structure of the MCCT comprises only the grades of Clerk/Word Processing Operator and Driver/Office Attendant.

38.3 During the consultative meeting, the parent Ministry apprised that the MCCT is still not operational. In such case, we are maintaining the present set-up.

38. MAURITIAN CULTURAL CENTRE TRUST

SALARY SCHEDULE

MCCT 1 : 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
formerly Driver/Office Attendant

MCCT 2 : 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

39. MAURITIUS BLOOD SERVICE

39.1 Founded in 2010 as a corporate body under the *aegis* of the Ministry of Health and Wellness, the Mauritius Blood Service (MBS) is responsible for promoting blood donation; recruiting and retaining blood donors from low risk population groups; ensuring safe and adequate supply of blood and blood products as well as promoting staff training and research on blood transfusion.

39.2 As at date, the National Blood Transfusion Service of the Ministry is still catering for the need of blood and blood component of public and private health care institutions in Mauritius as well as ensuring blood collection and its storage since the MBS is not yet operational.

39.3 Pending any development relating to the MBS, we are maintaining the grade of Executive Director and revising its salary.

39. MAURITIUS BLOOD SERVICE
SALARY SCHEDULE

MBS 1 : Rs 150000
Executive Director

40. MAURITIUS BROADCASTING CORPORATION

40.1 The Mauritius Broadcasting Corporation (MBC) operates under the *aegis* of the Prime Minister's Office as the leading medium for the dissemination of information, education and entertainment of the Republic of Mauritius including the islands of Rodrigues and Agalega. The Corporation runs programmes on a 24-hour basis, in Mauritius, through 19 digital television channels (Digital Video Broadcasting – Terrestrial), eight radio channels and digital platforms including social media and the mobile application MBC Play.

40.2 Seamless functioning of the operations of the Corporation is ensured by its three primary departments namely: News and Current Affairs; Technology; and Content along with other departments which include Administration, Human Resources, Marketing and Sales, Finance and Internal Audit. The Director General, being at the apex of the organisation, is responsible for the administration and supervision of the day-to-day activities and is assisted by professional, technical, administrative staff and employees of the Workmen's Group.

40.3 During consultative meetings, stakeholders were apprised that their proposals for increase in establishment size and restructuring of some units within the Corporation do not fall under the remit of the Bureau. Additionally, the request to replace vocational qualifications with academic ones in the schemes of service of certain technical grades, in view of scarcity of candidates, was not retained since the qualifications proposed do not have a nexus with the duties and responsibilities devolving thereon. Further the Bureau considers that the Corporation should contemplate providing on-the-job training as well as short-term competency based training in certain specific areas to ensure continuity of service delivery.

40.4 Stakeholders were also informed that due to technical reasons, a few requests were not acceded to. For instance the proposal to create the grade of Chef d'Edition (Editor of the Day) could not be retained due to major overlapping of duties with other existing grades. Likewise, upscaling and alignment of the posts of Head of Technology and Coordinator Broadcast Technology with those of Director of News and Desk Coordinator respectively, could not be acceded to on the basis of differing qualifications requirement as well as duties and responsibilities.

40.5 The re-instatement of the post of Broadcast Technologist and associated requests could not be taken on board due to technical implications spelt out in the Bureau's previous Report. In fact, in the wake of this review, the Bureau has received numerous requests from both Management and the staff side to re-establish certain grades/cadres. These grades have been, in the previous Reports, revisited and restyled/merged and/or absorbed in a new structure. In certain instances, grades have been made evanescent in the absence of need for the said functions. In the circumstances, acceding to the requests would entail a

restructuring having a bearing on the proper functioning within the cadres/departments.

40.6 Following consultations with the Union as well as Management, it was noted that certain recommendations have not been implemented while there are qualified officers in the source grade. So, the issue is one of implementation and this does not *per se*, require a change in provision. Another observation is that the requests pertaining to bringing an amendment to the schemes of service concern only a handful of employees who are not qualified to join the higher grade. On the basis of sound reasoning, we did not accede to the proposal. In the same breath the attention of Management is hereby drawn to the fact that in a bid to avoid strained industrial relations, it should at all times not deviate from the fundamentals of good governance.

40.7 After examination of the proposals and on the basis of additional information received, we consider that the existing organisation structure is adequate for the Corporation to deliver on its mandate. We are, however, strengthening certain support functions, providing for the grades of Assistant Financial Operations Officer, Management Support Officer and Maintenance Assistant/Tradesman (Roster - Day and Night) and reviewing the quantum of certain allowances.

Assistant Financial Operations Officer (New Grade)

Recommendation 1

40.8 We recommend the creation of a grade of Assistant Financial Operations 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.

Management Support Officer (New Grade)

40.9 Management has submitted that the present arrangements at the Corporation are not functioning properly and has requested for the creation of a grade of Management Support Officer. On the basis of operational requirements, we are providing for the said grade.

Recommendation 2

40.10 We recommend the creation of a grade of Management Support Officer. Appointment thereto and the duties should be in line with recommendations made in the Chapter on Observations and General Provisions of this Volume.

Maintenance Assistant/Tradesman (Roster - Day and Night) (New Grade)

40.11 At present, there exists a grade of Maintenance Assistant that is responsible for the maintenance work at the MBC. Given that the MBC operates on a 24/7 basis, Management has highlighted the need for a grade of Maintenance Assistant/Tradesman (Roster - Day and Night) to perform night duty. Given that with the creation of this grade, the existing grade of Maintenance Assistant would

no longer be required and would be made evanescent, we are also making provision for incumbent to join the new grade.

Recommendation 3

40.12 We recommend:

(i) the creation of a grade of Maintenance Assistant/Tradesman (Roster - Day and Night). Appointment thereto should be made by selection from among candidates possessing the National Trade Certificate (Level 3) in Maintenance work;

(ii) that the grade of Maintenance Assistant be made evanescent; and

(iii) that the officer in the evanescent grade of Maintenance Assistant should be given the option to join the new grade of Maintenance Assistant/Tradesman (Roster - Day and Night), and on joining be granted two additional increments at the salary point reached in his salary scale, subject to the top salary of the new grade.

Legal Officer

40.13 It has been reported that the Corporation is encountering difficulties in recruiting officers in the grade of Legal Officer. Consequently, we are bringing certain amendments to the qualifications requirement of the grade to facilitate recruitment thereto.

Recommendation 4

40.14 We recommend that appointment to the grade of Legal Officer should be made by selection from among candidates possessing a Degree in Law or an equivalent qualification and relevant years of experience in the legal field.

Coordinator IP and Satellite Services
formerly Coordinator, Satellite Services

40.15 Management has proposed that the grade of Coordinator, Satellite Services be restyled Coordinator IP and Satellite Services. The request was examined by the Bureau and on the basis of justification provided, we are restyling the grade.

Recommendation 5

40.16 We recommend that the grade of Coordinator, Satellite Services be restyled Coordinator IP and Satellite Services.

Compensation to officers providing Administrative/Secretarial Support in the News Department

40.17 At present, officers in the grades of Administrative Assistant, Confidential Secretary and Clerk/Word Processing Operator posted to the News Department, who put in above 15 additional hours per month beyond their normal working hours are eligible for the payment of an allowance while those officers who put in

between five to 15 additional hours per month are granted equivalent time-off. We are in this Report maintaining the current arrangement.

Recommendation 6

40.18 We recommend that officers in the grades of Administrative Assistant, Confidential Secretary and Clerk/Word Processing Operator who are posted to the News Department and are required to work 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 42050	10%	3200
	Up to Rs 60600	8%	4000
those putting between 15 to 30 additional hours per month	To be paid the monthly allowance on a pro-rata basis		
those putting between five to 15 additional hours per month	Equivalent time-off facilities		

Allowance to incumbents in the grade of Audio Visual Assistant (Roster*)*

40.19 Currently, officers in the grade of Audio Visual Assistant (Roster) posted to the Equipment Resource Unit are paid an allowance equivalent to one increment at the salary point reached in their salary scale for being responsible for the equipment in the Unit. The existing provision, being appropriate should continue.

Recommendation 7

40.20 We recommend that Audio Visual Assistants (Roster) who are posted to the Equipment Resource Unit and are responsible for the equipment in the unit be paid an allowance equivalent to one increment at the salary point reached in their salary scale.

Movement in Master Salary Scale

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

ALLOWANCES AND SPECIFIC CONDITIONS OF SERVICE

Night Duty Allowance

40.22 Shift workers who effectively perform night shift are being paid a night duty allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours. This provision is being maintained.

Recommendation 8

40.23 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

40.24 In the last Report, the Bureau recommended that the MBC should consider providing an insurance policy to those officers who are required to perform outdoor duties during natural calamities including cyclone warning Class III and IV. In view of its relevance, we are reiterating the provision.

Recommendation 9

40.25 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

40.26 A Risk Allowance equivalent to one and a half increments at the initial of their salary scale is presently being paid to Electricians who are frequently required to work on high tension voltage (22,000 volts). The present provision should continue to prevail.

Recommendation 10

40.27 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 (22,000 volts).

Clothing Allowance

40.28 A monthly Clothing Allowance of Rs 405 is currently being paid to officers on the permanent and pensionable establishment of the MBC, who are required to present News and Programmes. However, this provision is not applicable to employees of a specific programme who are sponsored in their apparel for presentation. We are maintaining the provision while revising the quantum of the allowance.

Recommendation 11

40.29 We recommend that officers on the establishment of the MBC who are required to present News and Programme should be paid a monthly Clothing Allowance of Rs 445.

Outdoor Coverage Allowance

40.30 In the previous Report, recommendation was made for employees of the operation team who are required to perform outdoor duties during cyclone warning Class III and Class IV be paid a daily outdoor coverage allowance of Rs 1050. This allowance should have lapsed once the Corporation introduce an appropriate insurance policy. The Bureau is revising the quantum of the allowance and is maintaining the conditions attached thereto.

Recommendation 12

40.31 We recommend that:

(i) the daily outdoor coverage allowance payable to employees of the operation team who are required to perform outdoor duties during cyclone warning Class lll and Class lV should be revised to Rs 1155; and

(ii) the above allowance should lapse upon the introduction of the insurance policy recommended at paragraph 40.25.

Allowance for driving Outside Broadcast Vehicles

40.32 Driver/Handy Workers are paid a daily allowance of Rs 490 for effectively driving the Outside Broadcast vehicles and lorries for live coverage. The present arrangement is maintained while the quantum of the allowance is being revised

Recommendation 13

40.33 We recommend that a daily allowance of Rs 540 should be paid to Driver/Handy Workers who are required to drive lorries and Outside Broadcast vehicles.

Earned Regularity Allowance

40.34 The Earned Regularity Allowance (ERA), aiming to encourage core staff attendance was further improved in our last Report in order to enhance its practicality and appeal. We are in this Report, maintaining the current scheme.

40.35 The conditions governing ERA are 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.

Recommendation 14

40.36 We recommend that:

(i) employees in the grades listed in Column 2 of the table underneath should be eligible, subject to satisfying the condition at paragraph 40.35 above, for ERA;

Departments	Grades	
	Qualifying for ERA as per Paragraph 40.36 (iii)	**Qualifying for Attendance Bonus as per Paragraph 40.36 (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)**

Departments	Grades	
	Qualifying for ERA as per Paragraph 40.36 (iii)	**Qualifying for Attendance Bonus as per Paragraph 40.36 (ii)**
Technology		**Chief Broadcast Technologist (Shift) (Personal)** **Chief Broadcast Officer (Shift)** **Broadcast Officer/Senior Broadcast Officer (Shift)** **Broadcast Operator/Senior Broadcast Operator (Shift)** **Chief Broadcast Operator (Shift)** **Satellite Officer (Roster) (Personal)** **Coordinator, Broadcast Technology** **IT Analyst/Senior IT Analyst (Roster)** ***formerly Systems Analyst/ Administrator (Roster)*** **Coordinator IP and Satellite Services** ***formerly Coordinator, Satellite Services*** **Broadcast Assistant (Shift)**
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**
Workmen's Group	**Driver/Handy Worker (Roster)** **Audio Visual Assistant (Roster)** **Maintenance Assistant (Personal)** **Maintenance Assistant/Tradesman (Roster - Day and Night)** **Electrician (Shift)** **Chief Electrician** **Carpenter Decors (Roster)**	

Departments	Grades	
	Qualifying for ERA as per Paragraph 40.36 (iii)	**Qualifying for Attendance Bonus as per Paragraph 40.36 (ii)**
	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 2140 as well as time off for additional hours put in.

(iii) The ERA payable to eligible employees 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)	**Up to 42050**	**15%**	**4435**
(b)	**43020 up to 67900**	**13%**	**5600**

40.37 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 15

40.38 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.

Abolition of Grades

40.39 Management has submitted that the grades of Mechanic (Personal), Senior Radio and TV Attendant/Head Radio and TV Attendant (Roster) (Personal), Administrative Assistant Radio/TV (Roster) (Personal) and Internal Auditor (Personal) are vacant and would no longer be required. **We are, therefore, abolishing these grades.**

40. MAURITIUS BROADCASTING CORPORATION

SALARY SCHEDULE

MBC 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Technicien de Surface (Personal)

MBC 2 : Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Technicien de Surface (Roster – Day and Night)

MBC 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

MBC 4 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840

Office Auxiliary/Senior Office Auxiliary (Roster)
formerly Office Attendant (Roster)

MBC 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Audio Visual Assistant (Roster)
Maintenance Assistant (Personal)

MBC 6 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Carpenter *(*Decors) (Roster)
Driver/Handy Worker (Roster)

MBC 7 : Rs 25145 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

Maintenance Assistant/Tradesman (Roster - Day and Night) (New Grade)

MBC 8 : 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

Broadcast Assistant (Shift)
Electrician (Shift)

MBC 9 : Rs 24845 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 - 43020

Telephone Operator/Receptionist (Shift)

40. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 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 - 45930

Make-Up Officer (Roster)
Security Officer (Shift)

MBC 11 : 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

MBC 12 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Transport Foreman

MBC 13 : Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900

Chief Carpenter (Decors) (Roster)
Chief Electrician

MBC 14 : 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 - 46900 x 1050 - 47950

Sales Officer

MBC 15 : 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)

MBC 16 : 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 (New Grade)
Assistant Procurement and Supply Officer

MBC 17 : Rs 27265 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 - 51200

Lighting Technician/Senior Lighting Technician (Roster)
Sound Technician/Senior Sound Technician (Roster)

MBC 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 - 51200

Cameraman/Senior Cameraman (Roster)

MBC 19 : Rs 26645 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 - 46900 x 1050 - 49000 x 1100 - 52300

Broadcast Operator/Senior Broadcast Operator (Shift)

40. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 20 : Rs 26345 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 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Production Assistant/Senior Production Assistant (Roster)
Programme Officer/Senior Programme Officer
Quality Control Officer/Senior Quality Control Officer

MBC 21 : 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 (Future Holder)

MBC 22 : 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

MBC 23 : 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
Procurement and Supply Officer

MBC 24 : 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

MBC 25 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)
Senior Procurement and Supply Officer (Future Holder)

MBC 26 : 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

Administrative Assistant

MBC 27 : 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

Internal Audit Officer (Personal)
Marketing Officer
Sales Control Officer
Senior Sales Officer

MBC 28 : 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 – 52300 QB 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Customer Care Officer/Senior Customer Care Officer (Shift)

40. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 29 : 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 – 51200 QB 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Animation Graphics Artist (Roster)

MBC 30 : Rs 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 QB 62350

Digital Archives Officer (Roster)

MBC 31 : Rs 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

ICT Technician (Roster)

MBC 32 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)
Senior Procurement and Supply Officer (Personal)

MBC 33 : 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

MBC 34 : 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 - 58850 x 1750 - 62350 x 1850 - 66050

Broadcast Officer/Senior Broadcast Officer (Shift)

MBC 35 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Chief Broadcast Operator (Shift)

MBC 36 : 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 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Cameraman/Senior Cameraman (Roster) (Personal)

MBC 37 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Assistant Manager, Financial Operations
Assistant Manager (Procurement and Supply)

40. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 38 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600

Principal Cameraman (Roster)
Principal Lighting Technician (Roster)
Principal Sound Technician (Roster)

MBC 39 : 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 - 62350 x 1850 - 67900 QB 69800 x 1900 - 75500

News Producer/Senior News Producer (Roster)
Technical Producer/Senior Technical Producer (Roster)

MBC 40 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500

Principal Cameraman (Roster) (Personal)

MBC 41 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Marketing and Sales Executive

MBC 42 : 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

Administrative Officer
Legal Officer
Logistic and Facilities Coordinator
Satellite Officer (Roster) (Personal)
Senior Animation Graphics Artist (Roster)

MBC 43 : 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

Communication and Customer Care Executive
Plant and Maintenance Officer

MBC 44 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Chief Digital Archives Officer

MBC 45 : 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 - 82250

Producer/Senior Producer (Roster)

MBC 46 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500

Chief Broadcast Officer (Shift)

40. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 47 : 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 - 86750

News Editor/Senior News Editor (Roster)

MBC 48 : 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 (Roster)
formerly Systems Analyst/Administrator (Roster)

MBC 49 : 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 QB 80000 x 2250 - 86750

Chief News Producer (Roster)
Chief Technical Producer (Roster)

MBC 50 : 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 - 86750

Accountant/Senior Accountant
Human Resource Management Officer
Internal Auditor/Senior Internal Auditor

MBC 51 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer

MBC 52 : Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Chief Broadcast Technologist (Shift) (Personal)

MBC 53 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager (Financial Operations)
Manager (Procurement and Supply)

MBC 54 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Chief Producer (Roster)

MBC 55 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 QB 89250 x 2500 - 91750

News Editor/Senior News Editor (Roster) (Personal)

40. MAURITIUS BROADCASTING CORPORATION (Contd)

MBC 56 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Coordinator, Animation Graphics
Coordinator, Broadcast Technology
Coordinator IP and Satellite Services
formerly Coordinator, Satellite Services
Radio Channel Coordinator
TV Channel Coordinator

MBC 57 : Rs 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250

Production Manager (Oriental/General)
Programme Manager
Radio Production Manager (Oriental/General)

MBC 58 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Administrative Manager
Desk Coordinator
Finance Manager
Human Resource Manager
Marketing and Sales Manager
Radio Production Manager (Oriental/General) (Personal)

MBC 59 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750

Head of Content
Head of Technology

MBC 60 : Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Director of News

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41. MAURITIUS CANE INDUSTRY AUTHORITY

41.1 Set up as a body corporate under Act of 2011, the Mauritius Cane Industry Authority (MCIA) operates under the purview of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries, as a key institution responsible for overseeing and regulating the sugarcane industry. The Authority plays an essential role in maintaining the viability and growth of the sugarcane industry in Mauritius, which constitutes an important part of the country's agricultural and economic landscape.

41.2 The MCIA is a fusion of six ex-cess-funded 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. Additionally, pursuant to a Cabinet's decision in August 2014, the MCIA also took over the activities of the ex-Bagged Sugar Storage Corporation Co Ltd.

41.3 Its main objects are to: monitor, oversee and coordinate all activities relating to the cane industry and ensure a fair, efficient and effective administration and operation of same; formulate and implement policies, strategies, plans, programmes and schemes in relation to the cane industry; and overview the storage, sampling, bagging, packing, loading and unloading of sugar. Further to the Sugar Industry Efficiency (Amendment) Act 2016, the MCIA is additionally required to foster the use of biomass, including sugar cane, cane trash, high fibre cane, fuel canes, gramineae and other related biomass, in the production of electricity and biofuels for transport; and competitiveness of all segments of production in the cane industry.

41.4 The activities thereat are organised under the Policy and Planning Unit; Farmers Service Agency; Agricultural Mechanisation Unit; Control and Arbitration Department; Mauritius Sugarcane Industry Research Institute; and the Sugar Storage and Handling Unit. A Chief Executive Officer is responsible for the execution of the Board's policies as well as the control and management of the day-to-day business of the organisation, including overseeing all the Units/Departments. A Director is at the head of each Unit/Department and the latter is assisted by staff of different levels in various grades.

41.5 All the Unions and Management were given the opportunity to submit their representations in writing and viva voce. These were mostly geared towards: a general upgrading in salaries; strengthening of the structure through creation/upgrading/restyling of grades and establishment of new units; provision of better promotional avenues; reviewing schemes of service; enhancing conditions of service; filling of vacant posts and increasing staff size. Quite a few of the requests could not be taken on board either due to technical reasons or they should be addressed administratively and stakeholders were so informed during the meetings.

41.6 Furthermore, at the request of Unions/staff, two site visits were conducted. The first one at the Mauritius Sugarcane Industry Research Institute (MSIRI), Réduit, for a *constat-de-visu* of the work performed by General Attendants in the different postings as well as the work processes involved. The second one was carried out at Terragen Ltd, Beau Plan, to take cognisance of the various tasks involved in testing the quality of air by the employees of the Air Monitoring Unit.

41.7 All submissions made by the different stakeholders, including individuals, were examined. In many cases, additional information was sought from parties concerned to enable the Bureau to carry out an in-depth study. The findings of these studies and site visits conducted, among others, have been thoroughly considered in arriving at our recommendations. These are expatiated in the ensuing paragraphs.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

41.8 The Office of the Chief Executive Officer (CEO) comprises five Sections, namely Finance, Administration, IT, HR and Internal Audit and two Units *viz.* Procurement and Supply as well as Policy and Planning, which encompasses the Air Monitoring Unit. Staff posted thereat provide support services throughout the Authority to ensure that necessary resources/facilities are put at the disposal of the different departments to enable them to achieve their respective objective.

Air Monitoring Unit

41.9 The Air Monitoring Unit offers air pollution monitoring services that allow its clients to demonstrate compliance to national environmental standards. Its main activities include tests for Stack Emission Monitoring, Ambient Air Monitoring and Indoor Air Quality Monitoring.

41.10 During the site visit conducted at Terragen Ltd, the Bureau observed that officers of the Air Monitoring Unit, namely Air Monitoring Officer, Technical Assistant (Air Monitoring) and General Worker, are required almost daily, in the performance of their duties, to climb ladders/stacks of varying heights normally ranging from 22 to 50 metres. After considering the difficult circumstances in which the officers climb the ladders/stacks, we hold that some additional compensation is warranted.

Monthly Commuted Allowance

Recommendation 1

41.11 We recommend that officers of the Air Monitoring Unit, who are regularly required to climb ladders/stacks of varying heights, in the performance of their duties, be paid a Monthly Commuted Allowance as per the following table:

Grade	Monthly Commuted Allowance (Rs)
Air Monitoring Officer	**4245**
Technical Assistant (Air Monitoring)	**2600**
General Worker	**1310**

Movement Beyond Top Salary

41.12 At present, officers in the grade of Human Resource Officer/Senior Human Resource Officer, Financial Operations Officer/Senior Financial Operation, Procurement and Supply Officer/Senior Procurement and Supply Officer and Internal Audit Officer/Senior Internal Audit Officer, *formerly Internal Control Officer/Senior Internal Control Officer,* are allowed to move incrementally beyond their top salary in the Master Salary Scale, subject to satisfying certain conditions. **Recommendations related thereto have been made in the Chapter on Observations and General Provisions of this Volume.**

Amendments to Scheme of Service

41.13 As per established procedures, schemes of service which undergo changes should be submitted to the parent Ministry for onward transmission to the Ministry of Public Service and Administrative Reforms (MPSAR) for perusal and vetting, prior to seeking the Bureau's advice on any bearing on the salary grading.

41.14 We have, however, noted that the qualifications requirement of some grades has been reviewed without following the abovementioned procedures, with the approval of the Board. In some cases, the changes brought thereto have had an impact on the existing salary grading.

41.15 The Bureau considers that such practice is inadmissible, the moreso, some of the changes brought are not according to our recommendations or framework. **In the given circumstance, the parent Ministry is being advised to look into the schemes of service concerned for further submission to the MPSAR, where there is need. Moreover, both Ministries should ensure that established procedures are followed.**

FARMERS SERVICE AGENCY

41.16 The Farmers Service Agency (FSA) is responsible for carrying out extension and training activities with a view to improving cane yield of planters. Additionally, it ensures the supply of quality planting materials and the adoption of newly released sugar cane varieties.

41.17 The structure comprises a Director at the apex, who is assisted by an Assistant Director and supported by a team of Managers who are responsible for the day-to-day management of the various Farmers Service Centres throughout the

island. Additional assistance is provided by Technical Officer/Senior Technical Officer (Extension) and General Services staff, as well as employees of Workmen's Group.

41.18 For this review, we are strengthening the structure with the creation of a grade of Principal Technical Assistant. We are also reviewing the qualifications requirement of the grade of Technical Officer/Senior Technical Officer (Extension) and providing an appropriate future holder salary in accordance with the nature and level of duties befalling the position to be in line with what obtains in other quarters for more or less similar duties/responsibilities.

Principal Technical Assistant (New Grade)

41.19 Union advocated for a new level of Principal Technical Assistant on the ground that the senior most Technical Assistant/Senior Technical Assistants are performing extra duties and assuming higher responsibilities. In view of the functional need thereof, we are recommending for its establishment.

Recommendation 2

41.20 We recommend the creation of a grade of Principal Technical Assistant. Appointment thereto, should be made by selection from among officers in the grade of Technical Assistant/Senior Technical Assistant reckoning at least eight years' service in a substantive capacity in their grade.

41.21 Incumbent would be required, *inter alia*, to: assist in the establishment and monitoring of LAMUs; organise and carry out demonstrations and conducted tours; perform soil and foliar sampling; conduct surveys on technical, socio economic and other matters related to the farming community; and liaise with other local institutions for collection of data in respect of climate, harvest, sales, to name a few, and for organising farmers meeting.

Technical Officer/Senior Technical Officer (Extension)

41.22 The grade of Technical Officer/Senior Technical Officer (Extension) is presently filled by selection from among candidates possessing a Degree in the relevant field. Incumbents are mainly required to provide feedback and report on farmers' problems as well as prepare technical reports in respect of extension activities.

41.23 After reassessing the duties of the grade, the Bureau considers that a degree qualification is not warranted, the moreso a Diploma is required for comparable positions in other quarters. Therefore, for sake of parity and consistency, we are reviewing the qualifications requirement and providing a future holder salary.

Recommendation 3

41.24 We recommend that henceforth, appointment to the grade of Technical Officer/Senior Technical Officer (Extension) should be made by selection from among candidates possessing a Diploma in Agriculture or an equivalent qualification and reckoning at least three years' experience in duties related to agricultural extension.

41.25 We also recommend that Technical Officer/Senior Technical Officers (Extension) in post as at 31 December 2025, possessing a relevant Degree in Agriculture or an equivalent qualification, should be allowed to cross the Qualification Bar (QB) in their personal salary scale.

AGRICULTURAL MECHANISATION UNIT

41.26 The main function of the Agricultural Mechanisation Unit (AMU) is to provide mechanical cultivation services to sugarcane planters. To that effect, the Unit is responsible for the management of a fleet of agricultural machineries and equipment. Its main activity is to prepare the lands prior to replantation after a sugarcane crop cycle, while also providing cane loading facilities during crop season.

41.27 A Director is at the helm of the Unit. Incumbent is assisted by professional, technical and support staff, as well as employees of the Workmen's Group.

41.28 Amongst the various proposals made by Unions, the main ones entailed a restyling of a panoply of grades at the Agricultural Mechanisation Unit to include the term "Heavy" in their job appellations, so as to reflect the higher complexity involved in their work. While reassessing their job, we observed that the different tasks were more complex when compared to their counterparts in other quarters, owing to the heavy machineries being used at the AMU.

41.29 Notwithstanding the above, we hold that reviewing the job appellations would not be appropriate based on the standard nomenclature used in the wider public sector. We are, instead, addressing this issue through the provision of an *adhoc* allowance to employees concerned.

Allowance to Employees of the Agricultural Mechanisation Unit

Recommendation 4

41.30 We recommend that employees of the Workmen's Group - Tradesmen at the Agricultural Mechanisation Unit, who are regularly involved in the maintenance or repair of heavy agricultural machineries, should be paid a monthly *adhoc* allowance equivalent to one and a half increments at the initial of their respective salary scale.

Agricultural Machinery Operator

Driver, Heavy Mechanical Unit (MCIA)
formerly Driver, Heavy Mechanical Unit

41.31 Union represented that Agricultural Machinery Operators and Drivers, Heavy Mechanical Unit are required to possess several licenses simultaneously and called upon to drive and manipulate various heavy agricultural machineries which calls for considerable dexterity. According to them, they should be additionally compensated for same. We have examined the request in the light of the qualifications requirement of both grades, Job Description Questionnaires, the types of machineries concerned and any specific skill involved. These elements

have been taken into consideration in arriving at the recommended salary of the grades. We are, concurrently, restyling the grade of Driver, Heavy Mechanical Unit with a view to better reflecting the duties being performed.

Recommendation 5

41.32 We recommend that the grade of Driver, Heavy Mechanical Unit be restyled Driver, Heavy Mechanical Unit (MCIA).

Allowance to Workshop/Vehicle/Machinery Attendants

41.33 Workshop/Vehicle/Machinery Attendants are granted an allowance equivalent to one increment at the salary point reached upon successful completion of the NTC (Level 3)/NC (Level 3). An additional increment at the point reached is paid to employees concerned, subject to performing trade-related duties for at least four years after obtention of the abovementioned certificate. We are reiterating the provisions.

Recommendation 6

41.34 We recommend that Workshop/Vehicle/Machinery Attendants should be paid:

(i) a monthly allowance equivalent to one increment at the salary point reached in their salary scale upon successful completion of the NTC (Level 3)/NC (Level 3); and

(ii) an additional monthly allowance equivalent to one increment at the salary point reached in their salary scale provided that they have performed related trade duties for at least four years after obtention of the NTC (Level 3)/NC (Level 3).

Movement in Salary Scale for Technical and Mechanical Officer/Senior Technical and Mechanical Officer

41.35 Technical and Mechanical Officer/Senior Technical and Mechanical Officers possessing a Degree in Mechanical Engineering or Mechatronics or Manufacturing Engineering are allowed to move incrementally in the Master Salary Scale as provided hereunder.

Recommendation 7

41.36 We recommend that officers in the grade of Technical and Mechanical Officer/Senior Technical and Mechanical Officer who:

(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Mechanical Engineering or Mechatronics or Manufacturing Engineering should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 71700 on a personal basis; and

(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned

qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional 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 Chapter on Observations and General Provisions of this Volume.

CONTROL AND ARBITRATION DEPARTMENT

41.37 The core objectives of the Control and Arbitration Department (CAD) are, *inter alia*, to: control milling activities, arbitrate disputes among Millers, Planters and other stakeholders; and determine the quantum of sugar and by-products accruing to producers.

41.38 The effective management of the Department rests upon a Director, who is assisted by an Assistant Director and officers at professional, technical and support levels as well as employees of the Workmen's Group.

41.39 We are maintaining payment of existing allowances which are still valid, while revising their quantum/rate.

Commuted Allowance – Control and Arbitration Department

41.40 A monthly Commuted Allowance is payable to a few officers of the CAD who, during crop season, are required to be on-call and in-attendance after normal working hours to respond to the exigencies of the service. Since this current arrangement is still prevalent, we consider that payment of same should be maintained, but at a revised quantum.

Recommendation 8

41.41 We recommend the payment of a monthly Commuted Allowance, inclusive of travelling time, to officers of the Control and Arbitration Department who are required to be on-call and in-attendance after normal working hours during crop season, as hereunder:

Grade	Amount (Rs)
Area Superintendent	**955**
Sugar Technologist/Senior Sugar Technologist	**1310**
Assistant Director, Control and Arbitration Department	**1460**
Director, Control and Arbitration Department	**1735**

Allowance for Working on Roster during Crop Season

41.42 Technical Officer/Senior Technical Officers (Control and Arbitration) and Senior Test Chemist (Personal) are presently paid an allowance equivalent to one

increment at the initial salary of their scale for working on a roster basis during crop season. Since this work pattern is necessary during the crop season, we are maintaining the allowance while enhancing the rate payable.

Recommendation 9

41.43 We recommend that Technical Officer/Senior Technical Officers (Control and Arbitration) and Senior Test Chemist (Personal) should be paid a monthly allowance equivalent to one increment at the salary point reached in their salary scale for working on a roster basis during crop season.

MAURITIUS SUGARCANE INDUSTRY RESEARCH INSTITUTE

41.44 The main objective of the Mauritius Sugarcane Industry Research Institute (MSIRI) is to conduct research on canes with a view to enhance competitiveness of the cane industry and also on technical and engineering options for improving efficiency of factories and for value addition to co-products, among others.

41.45 The day-to-day running of the Department befalls the Director, MSIRI, who is assisted and supported by staff at various levels.

41.46 After examining all requests made by staff and Management, we are consolidating the structure of the MSIRI with two new levels, while reviewing the qualifications requirement of the grade of Technical Officer/Senior Technical Officer (Research). We are also providing an allowance to officers actively involved in research, as an incentive to further same. Additionally, we are recommending the payment of an allowance to the General Attendant posted at the Field Experimental Unit.

Principal Technical Assistant (Research) (New Grade)

41.47 Following a request from Union for a new level of Principal Technical Assistant (Research) and after examination of same, we are providing for its creation whereby incumbents would, *inter alia* be called upon to supervise Technical Assistant/Senior Technical Assistants (Research).

Recommendation 10

41.48 We recommend the creation of a grade of Principal Technical Assistant (Research). Appointment thereto should be made by selection from among officers in the grade of Technical Assistant/Senior Technical Assistant (Research) reckoning at least eight years' service in a substantive capacity in their grade.

41.49 Incumbents would be required to, among others: assist in the implementation of departmental projects; collect, compute, interpret data and provide stakeholders with relevant information and assistance as and when required; prepare table of results, graphs, data for reports, presentations and scientific/technical papers and participate in report preparation and presentation of analysis results; and allocate as well as supervise work of support staff, including monitoring of overtime and to ensure that safety and health regulations are adhered to.

Maintenance Assistant (New Grade)

41.50 Management apprised that there is need for a dedicated level to assist the Mechanical Workshop and Transport Officer in the Workshop and Maintenance Unit, owing to an evolution in the scope of activities thereat. After analysis, we are providing for a grade of Maintenance Assistant.

Recommendation 11

41.51 We recommend the creation of a grade of Maintenance Assistant. Appointment thereto should be made by selection from among serving officers of the MCIA, possessing a Cambridge School Certificate and reckoning at least three years' experience in maintenance/workshop related duties AND from those reckoning at least five years' experience in maintenance/workshop related work.

41.52 The Maintenance Assistant will be called upon to: supervise maintenance works of buildings and furniture; monitor work-in-progress in connection with repairs and maintenance; ensure that tools and equipment are properly maintained; liaise with Managers/Supervisors for maintenance works; plan, organise and undertake promptly repairs and maintenance as directed; allocate work to Tradesmen concerned; and conduct inventory of the workshop as per prevailing procedures.

Technical Officer/Senior Technical Officer (Research)

41.53 As per the existing scheme of service, the grade of Technical Officer/Senior Technical Officer (Research) is filled by selection from among candidates possessing a Degree in a relevant field. Incumbents are required to carry out field/laboratory experiments as directed and monitor trials growth and its harvest, among others. After reassessing its duties, we observed that the requirement for a degree is not appropriate, when considering the nature and level of duties devolving upon incumbents. In fact, same are comparable to those of Technical Officers in other quarters, where a Diploma qualification is required. Therefore, for parity and consistency purposes, we are amending the qualifications requirement of the grade of Technical Officer/Senior Technical Officer (Research) and providing for a future holder salary scale.

Recommendation 12

41.54 We recommend that, henceforth, appointment to the grade of Technical Officer/Senior Technical Officer (Research) should be made by selection from among candidates possessing a Diploma in Agriculture or science-related field or an equivalent qualification and possessing at least three years' experience in agriculture or scientific related duties.

41.55 We also recommend that Technical Officer/Senior Technical Officers (Research) in post as at 31 December 2025, possessing a relevant Degree in Agriculture or Science-related field or an equivalent qualification, should be allowed to cross the Qualification Bar (QB) in their personal salary scale.

Continuous Professional Development (CPD)

41.56 For this review, much emphasis has been laid on the furthering of research, particularly in the scientific field, in line with the broad objectives of Government. Since research forms part of the core functions of the MSIRI, we are providing an incentive through a CPD scheme to officers who are actively involved in carrying out research, in line with what obtains in similar quarters.

Recommendation 13

41.57 We recommend that officers who are actively involved in carrying out research should be:

(i) paid an allowance of Rs 9240 annually, to be able to meet expenses towards their professional development. This allowance is payable on presentation of documentary evidence and is cumulative over a maximum period of three years; 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.

Allowance to General Attendant posted at the Field Experimental Department

41.58 While reassessing the duties performed by General Attendants, we noted that the incumbent at the Field Experimental Department performs additional duties which include installation of water pipes and irrigation system and reading of temperatures and communicating same to the Mauritius Meteorological Stations every day. This fact has been reflected in the duly-filled in Job Description Questionnaire and equally confirmed by Management. In such circumstance, we consider that incumbent may be paid an allowance for performing additional duties on a daily basis.

Recommendation 14

41.59 We recommend that General Attendants posted at the Field Experimental Department should be paid a monthly allowance equivalent to one increment at the salary point reached in their salary scale for performing regularly additional duties.

SUGAR STORAGE AND HANDLING UNIT

41.60 The Sugar Storage and Handling Unit (SSHU) comprises the Sugar Terminal and the Bagged Sugar Storage and Distribution Unit (BSSDU). The Sugar Terminal is responsible for the receipt, storage and loading of sugar into ships, while the BSSDU is in charge of the receipt, handling and storage of bagged sugar from the sugar estates and for the distribution of sugar for local consumption and for export.

41.61 A Director oversees the overall activities at the SSHU, while a Technical Manager is responsible for its day-to-day management. Officers in the technical and

general services grades as well as employees of the Workmen's Group, provide support to the senior officers of the Unit.

41.62 After examining all requests, we are providing for a new level of Senior Technical Officer (Civil) while abolishing that of Support Assistant and maintaining provisions that are still valid.

Senior Terminal Operator (Civil) (New Grade)

41.63 Management proposed for the creation of a supervisory level to oversee the work of Terminal Officer (Civil). We noted that the existing grades of Terminal Operator (Electrical) and Terminal Operator (Mechanical) at the Sugar Terminal have each a supervisory level. Since there is need for supervision on the civil side also, we are creating the requested level.

Recommendation 15

41.64 We recommend the creation of a grade of Senior Terminal Operator (Civil). Appointment thereto should be made by promotion, on the basis of experience and merit, of Terminal Operators (Civil) who reckon at least four years' service in a substantive capacity in the grade.

41.65 Incumbent would be responsible to senior officers for the general maintenance and repairs of the Terminal and would be required, *inter alia*, to: report to the responsible Engineer/Terminal Operations and Maintenance Officer or supervisor any defects/abnormalities at the Authority; carry out maintenance and repairs of existing buildings; read and interpret small sketches and drawings; and operate machine tools and other equipment.

Support Assistant

41.66 While examining the duties of the grade of Support Assistant, we noted that they are similar to those of the grade of Clerical Officer, which also exists on the MCIA's establishment. After consultation with Management, we are abolishing the grade of Support Assistant, the moreso same is vacant.

Recommendation 16

41.67 We recommend that the grade of Support Assistant be abolished.

Filling of Vacant Posts

41.68 During consultations, Unions apprised that there is an acute shortage of staff at the SSHU, caused by the non-filling of vacant posts and this situation has worsened with the increasing workload. During consultations, they were informed that this issue should be addressed by Management, as the latter is responsible for recruitment and filling of vacancies. Nevertheless, **Management should consider the advisability of filling vacant posts at the different levels for a smooth running of activities at the SSHU.**

Movement Beyond QB

Terminal Operator (Electrical) and Terminal Operator (Mechanical)

41.69 Currently, Terminal Operators (Electrical) and Terminal Operators (Mechanical) possessing a valid driving licence for wheel loaders are allowed to proceed beyond the QB in their respective salary scale. **The present provision should continue to prevail.**

Movement Beyond Top Salary

41.70 Terminal Operations and Maintenance Officers (Mechanical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Cleaning and Maintenance Officers (Civil) who possess a Degree in Mechanical Engineering or Electrical Engineering or Civil Engineering respectively, are allowed to proceed incrementally beyond their top salary in the Master Salary Scale. This provision is being maintained.

Recommendation 17

41.71 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) who:

(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Mechanical Engineering or Electrical Engineering or Civil Engineering respectively should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 71700 on a personal basis; and

(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment,

subject to satisfying the performance criteria set out in the Chapter on Observations and General Provisions of this Volume.

Allowance for Working Extra Hours

41.72 Owing to exigencies of the service, some officers are required to put in extra hours of work to supervise the arrival and departure of employees at the SSHU, prior to starting of operations thereat and after finishing time. In this respect, they are currently paid a monthly allowance of Rs 1425. Given this arrangement is still in force, we are maintaining the provision while revising the quantum.

Recommendation 18

41.73 We 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, should be paid a monthly allowance of Rs 1570.

Intercrop Allowance

41.74 During the intercrop season, officers in grades of Terminal Operations and Maintenance Officer (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) are occasionally called upon to respond to emergencies outside their normal working hours. In that respect, they are paid an allowance which we are maintaining.

Recommendation 19

41.75 We recommend that officers in the grades of Terminal Operations and Maintenance Officer (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) should be paid an allowance of Rs 525 per call, inclusive of travelling time, for attending to emergencies after normal working hours, during intercrop season.

Allowances Payable During Crop Season

41.76 At present, several allowances are payable to officers in various grades during the crop season, owing to some specific work patterns or responsibilities which arise during that particular period.

41.77 Since Management is still having recourse to these practices for the smooth running of operations, we are providing for the continued payment of these allowances at a revised rate.

Recommendation 20

41.78 We recommend that the following allowances should be paid during crop season as per the table below:

Allowance	Eligibility	Revised Quantum/Rate (Rs)
For putting in additional/ extra hours to attend to emergencies and repairs at the Terminal	**Engineer/Senior Engineer (Electrical)**	**3840 per month**
	Terminal Operations and Maintenance Officer (Electrical)	**3005 per month**
	Terminal Operations and Maintenance Officer (Mechanical)	

Allowance	Eligibility	Revised Quantum/Rate (Rs)
	Terminal Cleaning and Maintenance Officer (Civil)	
For using their own means of transport to resume duty at 0445 hours on a roster basis/ For resuming work early	**Engineer/Senior Engineer (Electrical)**	**3235 per month**
	Terminal Operations and Maintenance Officer (Electrical)	
	Terminal Operations and Maintenance Officer (Mechanical)	
For performing cross-functional and a wide range of duties	**Terminal Operator (Civil)**	**Rs 870 per month**
	Welder	
	Senior Terminal Operator (Civil) (New Grade)	**Rs 935 per month.**
For cleaning the Receiving Station, Conveyor Galleries/Belts and Ship Loader, among others, at night	**Terminal Attendant**	**Rs 870 per fortnight**
	Terminal Attendant/Gardener	
	Sanitary Attendant	
For using their autocycle or motorcycle to attend work at such time when public transport is not available	**Terminal Operator (Civil)**	**(i) Rs 3.85 and Rs 4.70 per km for using autocycles and motorcycles respectively, where the total distance covered to attend the Sugar Storage and Handling Unit is up to 400 km over a month; and** **(ii) Rs 3.85/4.70 for the first 400 km and Rs 2.60/3.35 for mileage in excess of 400 km for autocycles and motorcycles respectively, where the total distance covered to attend the**
	Terminal Operator (Electrical)	
	Terminal Operator (Mechanical)	
	Senior Terminal Operator (Civil) (New Grade)	
	Senior Terminal Operator (Electrical)	
	Senior Terminal Operator (Mechanical)	

Allowance	Eligibility	Revised Quantum/Rate (Rs)
		Sugar Storage and Handling Unit is more than 400 km over a month OR refund of bus fares, whichever is higher.

ALLOWANCES

41.79 Other allowances are currently payable to compensate employees whose services are required beyond normal working hours. For this review, most of the representations emanating from Unions were for a revision of their quantum. Since these existing allowances are still valid, we are reiterating same, while revising the quantum/rate in a few cases.

Bad Road Allowance

41.80 At present, a Bad Road Allowance is paid to officers who use their personal vehicles (cars/4 x 4/2 x 4/autocycles/motorcycles) on bad roads in the performance of their duties. Since this practice still prevails, we consider that payment of the allowance should continue and the quantum thereof should be reviewed.

Recommendation 21

41.81 We recommend that officers who use their personal vehicles on bad roads in the performance of their duties, should be paid a monthly Bad Road Allowance as follows:

Type of vehicle used	Monthly Bad Road Allowance (Rs)
Car	**1655**
4 x 4 or 2 x 4 vehicle (Double Cab pickup)	**880**
Motorcycle	**415**
Autocycle	**275**

Allowance for distributing gas, oil and fuel to tractors

41.82 As per current provision, employees in the grades of Workshop/Vehicle/Machinery Attendant and General Attendant who are required to distribute gas, oil and fuel to tractors are paid a monthly allowance equivalent to one and a half increments at the initial of their respective salary scale. Union requested to review its mode of payment so that incumbents are paid same at the point reached instead. We are amending the provision accordingly while extending it to those

Office Auxiliary/Senior Office Auxiliaries *formerly Office Attendants,* who are also required to perform this duty.

Recommendation 22

41.83 We recommend that officers in the grades of Workshop/Vehicle/Machinery Attendant, General Attendant and Office Auxiliary/Senior Office Auxiliary *formerly Office Attendant,* who regularly distribute gas, oil and fuel to tractors should be paid a monthly allowance equivalent to one and a half increments at the salary point reached in their respective salary scale.

Driving Allowance

41.84 At present, Tradesmen are being paid a daily allowance of Rs 160 for driving the organisation's vehicles in the performance of their duties. Union submitted that Toolskeepers are also required, over and above their normal duties, to drive the organisation's vehicle, as confirmed in their duly filled in Job Description Questionnaires. Since the latter are effectively carrying out this extra duty, we are extending payment of the allowance to them.

Recommendation 23

41.85 We recommend that employees in the grades of Tradesmen and Toolskeeper who are regularly required to drive the organisation's vehicles in the performance of their duties, should be paid a daily allowance of Rs 175 on days they are required to drive the vehicle.

Allowance to collect and bank money

41.86 An allowance is payable to Clerical Officers and Management Support Officers for performing duties related to the collection and deposit of money. We are maintaining its payment at a revised quantum.

Recommendation 24

41.87 We recommend that Clerical Officers and Management Support Officers who are required to collect and bank money should be paid a daily allowance of Rs 45.

Responsibility Allowance for performing additional duties

41.88 General Workers are at times called upon to perform certain additional duties related to spraying so as to ensure an uninterrupted service and to ease operations. They are in turn paid a daily Responsibility Allowance. We are reiterating this provision.

Recommendation 25

41.89 We recommend that General Workers who are required to perform the duties related to spraying of herbicides and/or other chemicals, should continue to be paid a Responsibility Allowance, computed on a daily basis.

Allowances Not Recommended in the Report

41.90 Certain officers of the MCIA are drawing allowances other than those recommended in the Report or by the Bureau on an *adhoc* basis. Given that the basis and rationale behind the provision of these allowances remain unknown, we are not reporting on same.

41. MAURITIUS CANE INDUSTRY AUTHORITY

SALARY SCHEDULE

MCIA 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

MCIA 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Sanitary Attendant
Terminal Attendant

MCIA 3 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MCIA 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Workshop/Vehicle/Machinery Attendant

MCIA 5 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Security/Gatekeeper

MCIA 6 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Cleaning Attendant/Sewer
General Worker/Field Worker/Gardener
Terminal Attendant/Gardener

MCIA 7 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Sampler
Toolskeeper

MCIA 8 : 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
formerly Office Attendant

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 9 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Arrimeur/Baghandler
Baghandler

MCIA 10 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver
Driver/Handy Worker
Driver/Office Auxiliary
formerly Driver/Messenger
Driver/Messsenger/Office Attendant (BSSDU)

MCIA 11 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

MCIA 12 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

General Attendant

MCIA 13 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Assistant Time Keeper
Electrician
Electrician (BSSDU)
Fitter
Mechanic
Mechanic/Welder (BSSDU)
Panel Beater
Turner/Machinist
Welder
Tradesman

MCIA 14 : 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

MCIA 15 : Rs 24245 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

Radio/Telephone Operator/Receptionist

MCIA 16 : Rs 24845 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

Forklift Driver/Operator

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 17 : Rs 25145 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

Multi-Skilled Tradesman

MCIA 18 : Rs 26045 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

Operator (BSSDU)

MCIA 19 : Rs 26645 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

Driver, Heavy Mechanical Unit

MCIA 20 : 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 - 42050

Timekeeper

MCIA 21 : Rs 26045 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 - 43020

Operator (Personal)

MCIA 22 : Rs 26645 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 - 43020

Agricultural Machinery Operator
Agricultural Machinery Operator (Personal to holders in post as at 31.12.12)
Farm Machinery Operator (Personal)

MCIA 23 : Rs 26345 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 - 43990

Head Operator (Personal)

MCIA 24 : 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

MCIA 25 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960

Head, Agricultural Machinery Operator

MCIA 26 : 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
Controller

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 27 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Chief Mechanic
Foreman/Baghandler

MCIA 28 : 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 - 46900 x 1050 - 47950

Terminal Operator (Civil)

MCIA 29 : Rs 26345 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 - 46900 x 1050 - 47950

Assistant Field Officer
Technical Assistant (Air Monitoring)

MCIA 30 : 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 - 46900 x 1050 – 47950 QB 49000

Terminal Operator (Electrical)
Terminal Operator (Mechanical)

MCIA 31 : Rs 26645 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 - 46900 x 1050 - 49000

Computer Support Officer

MCIA 32 : 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

MCIA 33 : 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

Accounting Assistant
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Site Officer
Weigher

MCIA 34 : Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100

Maintenance Assistant (New Grade)

MCIA 35 : 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 - 51200

Senior Terminal Operator (Civil) (New Grade)

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 36 : 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 - 51200 QB 52300

Senior Terminal Operator (Electrical)
Senior Terminal Operator (Mechanical)

MCIA 37 : Rs 26345 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 - 46900 x 1050 - 49000 x 1100 - 53400

Technical Assistant/Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Research)

MCIA 38 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Senior Test Chemist (Personal)

MCIA 39 : 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

MCIA 40 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Accounting Officer

MCIA 41 : 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

MCIA 42 : Rs 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400

Principal Technical Assistant (New Grade)
Principal Technical Assistant (Research) (New Grade)

MCIA 43 : 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 - 58850

Internal Audit Officer/Senior Internal Audit Officer
formerly Internal Control Officer/Senior Internal Control Officer

MCIA 44 : Rs 34160x 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
Financial Operations Officer/Senior Financial Operations Officer
Procurement and Supply Officer/Senior Procurement and Supply Officer

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 45 : 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

Administrative Assistant
ICT Technician
Supervisor (Sugar Industry Project)

MCIA 46 : 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

MCIA 47 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Principal Financial Operations Officer

MCIA 48 : 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 - 67900

Mechanical Workshop and Transport Officer /Senior Mechanical Workshop and Transport Officer
Operations Officer (Agricultural Mechanisation)
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
Technical Officer/Senior Technical Officer (Control and Arbitration)
Technical Officer/Senior Technical Officer (Extension) (Future Holder)
Technical Officer/Senior Technical Officer (Research) (Future Holder)

MCIA 49 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Terminal Cleaning and Maintenance Officer (Civil)
Terminal Operations and Maintenance Officer (Electrical)
Terminal Operations and Maintenance Officer (Mechanical)

MCIA 50 : 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 - 67900 QB 69800 x 1900 – 75500

Technical Officer/Senior Technical Officer (Extension) (Personal to incumbents in post as at 31.12.2025)
Technical Officer/Senior Technical Officer (Research) (Personal to incumbents in post as at 31.12.2025)

MCIA 51 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500

Head, Procurement and Supply

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 52 : 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

Administrative Officer
Analyst
Human Resource Management Officer

MCIA 53 : 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

Air Monitoring Officer
Area Superintendent
IT Analyst
formerly Systems Analyst
Operations Lead
Quality Assurance Officer

MCIA 54 : 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

Accountant

MCIA 55 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Operations Superintendent (Agricultural Mechanisation)

MCIA 56 : 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 - 86750

Analyst/Senior Analyst (Personal to officers in post as at 31.12.20)

MCIA 57 : 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 Manager (Personal)
Scientific Information and Publication Officer/Senior Scientific Information and Publication Officer
Sugar Technologist/Senior Sugar Technologist

MCIA 58 : 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 - 86750

Internal Auditor/Senior Internal Auditor

MCIA 59 : Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Research Officer/Senior Research Officer

MCIA 60 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer (Electrical)
Project Officer (Civil Engineering)

41. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 61 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Manager
Manager, Extension and Training Centre
Manager, Finance
Manager, Human Resource
Manager, Policy and Planning
Operations Manager (Agricultural Mechanisation)
Workshop Manager

MCIA 62 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Manager, Operations and Research

MCIA 63 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750

Research Manager

MCIA 64 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Assistant Director, Agricultural Mechanisation Unit
Assistant Director, Control and Arbitration Department
Assistant Director, Farmers Service Agency
Manager (BSSDU)
Principal Research Manager

MCIA 65 : Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Technical Manager

MCIA 66 : Rs 138000

Director, Agricultural Mechanisation Unit
Director, Control and Arbitration Department
Director, Farmers Service Agency
Director, Mauritius Sugarcane Industry Research Institute
Director, Sugar Storage and Handling Unit

MCIA 67 : Rs 154000

Chief Executive Officer

SALARY SCHEDULE

All salaries are personal to holders of the post

Ex–FARMERS' SERVICE CORPORATION

Ex-FSC 1 **:** ***Rs 33600 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***

Internal Auditor (Personal)

42. MAURITIUS COUNCIL OF REGISTERED LIBRARIANS

42.1 Established by virtue of Act 4 of 2000, the Mauritius Council of Registered Librarians (MCRL) is a corporate body operating under the purview of the Ministry of Arts and Culture (MoAC) for the promotion of librarianship as a profession in today's work community.

42.2 As per the Act, its main objects are, *inter alia*, to: establish and improve standards of education, practice and conduct and to maintain discipline in the practice of librarianship; establish appropriate linkages with any educational body in or outside Mauritius with a view to upgrading the standard of education in librarianship; determine the requirements for entry to training and admission to, or removal from, the register for those training in Mauritius; and approve programmes of training leading to registration of librarians in Mauritius.

42.3 The MCRL is administered and managed by a Board, while the responsibility for maintaining and promoting the proper administration of the Council is vested in the Registrar, who acts as the chief executive of the Council.

42.4 During the consultative meeting, the parent Ministry apprised that there was no established grade at the Council and issues are dealt with by the Board itself. Since this arrangement is considered to be appropriate for the time being, no proposal has, therefore, been made with respect to the organisation structure.

42.5 However, requests on other issues have been made namely to: provide training to library professionals; review the scheme of service of a few grades; restrict the appellation of "Librarian" to degree holders who are registered with the MCRL as same is being used by non-professionals in the private sector; re-organise library activities in Rodrigues to promote reading and learning; and revise the fees payable to the Chairperson, Board members and Secretary.

42.6 It was noted that the proposals made did not fall under the purview of the Bureau and accordingly, Management was so informed during the meeting. Most of the issues should be dealt with at the level of the MoAC. As regards the revision of fees, same should be referred to the Standing Committee on Fees and Allowances for consideration.

42.7 In the event the need for a dedicated level is felt, Management may submit its request through established procedures with respect thereto.

43. MAURITIUS DIGITAL PROMOTION AGENCY

43.1 The Mauritius Digital Promotion Agency (MDPA) was established under Act No. 4 of 2023 to take over the role and functions of the former National Computer Board (NCB), with an elaborated mandate. It operates under the umbrella of the Ministry of Information Technology, Communication and Innovation and aims at fostering a digitally inclusive and innovative Mauritius. Its core functions are, among others, to: boost the growth of the ICT sector through skills development and innovation; and achieve basic ICT proficiency among all population groups.

43.2 For this review exercise, the Union submitted proposals for: creation and restyling of grades; review of schemes of service; upgrading of qualifications requirement and provision of longer salary scales. In so far as Management is concerned, during the consultations we were apprised that the MDPA was undergoing a restructuring exercise in order to align with the new vision and mission of the Agency, which exercise was yet to be completed. We were, consequently, requested to take on board only that part which had already been completed and were informed that eventually another set of requests would be submitted for consideration.

43.3 In view of the serious implications that such an approach may have, the Bureau did not accede to the request, explaining the reasons thereof to the MDPA. However, since at the time of the publication of the Report, no new proposal had been submitted, we are not bringing any change to the organisation structure. Pending the completion of the restructuring exercise, we are, nevertheless, providing for personal salaries to the officers who have been transferred to the permanent and pensionable establishment of the MDPA. This provision does not preclude the filling of the higher positions in the hierarchy by incumbents belonging to the personal grades.

Movement Beyond Top Salary

43.4 Procurement and Supply Officer/Senior Procurement and Supply Officers (Personal) and Human Resource Officer/Senior Human Resource Officers (Personal) are 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.**

43. MAURITIUS DIGITAL PROMOTION AGENCY

SALARY SCHEDULE

MDPA 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Office Attendant/Senior Office Attendant (Personal)

43. MAURITIUS DIGITAL PROMOTION AGENCY (Contd)

MDPA 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 (Personal)
Driver/Office Attendant (Personal)

MDPA 3 : **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 - 38215**

Head Office Attendant (Personal)

MDPA 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/Telephonist (Personal)

MDPA 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**

Clerk/Word Processing Operator (Personal)

MDPA 6 : **Rs 26645 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 - 46900 x 1050 - 47950**

Administrative Support Assistant (Personal)
Help Desk Officer (Personal)

MDPA 7 : **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 (Personal)

MDPA 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**

Accounts Clerk (Personal)

MDPA 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 (Personal)

MDPA 10 : **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Senior Administrative Support Assistant (Personal)

MDPA 11 : **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 (Personal)

43. MAURITIUS DIGITAL PROMOTION AGENCY (Contd)

MDPA 12 : 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 (Personal)

MDPA 13 : 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

Graphic Designer (Personal)

MDPA 14 : 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 - 62350

Accounts Officer/Senior Accounts Officer (Personal)

MDPA 15 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Principal Procurement and Supply Officer (Personal)

MDPA 16 : 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

Human Resource Management Officer (Personal)

MDPA 17 : 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

Incident Handler (Personal)

MDPA 18 : 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

Marketing Analyst (Personal)

MDPA 19 : 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 (Personal)

MDPA 20 : 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 - 86750

Accountant/Senior Accountant (Personal)
Administrative Secretary (Personal)

43. MAURITIUS DIGITAL PROMOTION AGENCY (Contd)

MDPA 21 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Business Analyst/IT Consultant/Research Officer (Personal)
Business Analyst (Personal)
Project Supervisor (Personal)
Research and Development Officer (Personal)

MDPA 22 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Communication Manager (Personal)
Finance and Administrative Manager (Personal)

MDPA 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Manager (Personal)

MDPA 24 : Rs 110000 x 4000 - 122000

Director (Personal)

MDPA 25 : Rs 150000

Executive Director (Personal)

44. MAURITIUS EMERGING TECHNOLOGIES COUNCIL

44.1 Established in 2021, the Mauritius Emerging Technologies Council (METC) is a newly set up body corporate operating under the umbrella of the Ministry of Information Technology, Communication and Innovation. Its mission is to advise on and implement forward-thinking policies; promote technology integration for economic and social advancement; and drive research that anticipates future needs.

44.2 In fulfilling its mission the METC is required, among others, to act as a Centre of Excellence for emerging technologies; coordinate Government strategies to encourage the adoption of emerging technologies and foster collaboration and knowledge exchange; establish links between research, innovation and intellectual property to support the knowledge economy; and drive entrepreneurship and growth, supporting start-ups and researchers in launching successful business in collaboration with the private sector.

44.3 The overall responsibility of the METC befalls an Executive Director who is responsible for the administration of the Council. He is supported by officers employed on a contractual basis.

44.4 With a view to enabling the METC to operate with maximum efficiency, proposals have been made for the creation of an array of grades in the professional, technical and administrative fields. These proposals were discussed with Management and consideration was also given to operational requirements supported by justifications. Subsequently, we have provided a fit-for-purpose structure in line with the grading structure available in the Public Sector. Management should, however, ensure that there is no duplication between the duties of established grades and those on contractual basis.

Executive Director (New Grade)

Recommendation 1

44.5 We recommend the creation of a grade of Executive Director. Appointment thereto should be made by selection from among candidates possessing a Masters' Degree in the field of Information Technology or an equivalent qualification and reckoning at least 10 years' post-qualification experience at a senior management level.

44.6 Incumbent would be required, among others, to advise the Council on all matters concerning the formulation of national policies and strategies in emerging technologies; foster, promote and coordinate the application of emerging technologies in line with national, economic and social objectives; promote commercial utilisation of emerging technologies and facilitate technology transfer in the national interest; and be well informed of trends in emerging technologies and other related fields with a view to adopting new

concepts for the technological, scientific, economic and social development of Mauritius.

Manager, Centre of Excellence (New Grade)

Recommendation 2

44.7 We recommend the creation of a grade of Manager, Centre of Excellence. Appointment thereto should be made by selection from among candidates possessing:

(i) a Degree in Computer Science or Information and Communication Technology or a Degree the major part of which should be Computer Science or Information Technology or an equivalent qualification;

(ii) a Master's Degree in the field of Information and Communication Technology or an equivalent qualification; and

(iii) reckoning at least eight years' experience in the relevant field including at least four years' experience at senior management level.

44.8 The Manager, Centre of Excellence would be required, *inter alia*, to develop and implement the strategy of the Centre of Excellence and identify and prioritise key areas of focus; develop and deliver training programs and workshops to build capacity in emerging technologies; create and manage a research repository; and organise events, conferences and international symposiums in the area of emerging technologies.

Research and Project Coordinator (New Grade)

Recommendation 3

44.9 We recommend the creation of a grade of Research and Project Coordinator. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Computer Science or Information Technology or an equivalent qualification and reckoning at least five years' post-qualification experience in the technology industry.

44.10 Incumbent would be responsible to the Manager, Centre of Excellence and required, among others, to: serve as the technical advisor for emerging technologies and provide expert guidance on technology trends and their implications; develop and maintain technical documentation and standards in relation to emerging technologies; assess the potential benefits and risks of new technologies and recommend solutions; and identify potential impacts of new technologies on the organisation and propose strategic responses.

Emerging Tech Specialist (New Grade)

Recommendation 4

44.11 We recommend the creation of a grade of Emerging Tech Specialist. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Information and Communication Technology or a Degree the major part of which should be Computer Science or Information Technology or an equivalent qualification and reckoning at least four years' post-qualification experience in the relevant field.

44.12 The Emerging Tech Specialist would be responsible to the Research and Project Coordinator and required, among others, to: drive initiatives to promote awareness and adoption of emerging technologies across different sectors; organise and participate in technology conferences, workshops, and seminars; guide in the development of prototypes and pilot programs that showcase the potential impact of new technologies in various sectors; evaluate and select appropriate software solutions; assess hardware requirements; oversee the establishment and maintenance of the organisation's network infrastructure; and perform research and development in emerging technologies.

Accountant (New Grade)

Recommendation 5

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

44.14 Incumbent would be required, *inter alia*, to: be responsible for the general administration of finance and accounting of the Council; prepare revenue and expenditure, final accounts, Annual Budget Estimates and other annual/periodic reports as may be required in compliance with standing legislation and regulations; keep under continuous review the procedures/practices for budget and cost management control; and ensure that financial operations are carried out in accordance with the applicable legislation and regulations.

IT Analyst (New Grade)

Recommendation 6

44.15 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Research Assistant (New Grade)

Recommendation 7

44.16 We recommend the creation of a grade of Research Assistant. Appointment thereto should be made by selection from among

candidates possessing a Degree in Computer Science or Information Technology or a Degree the major part of which should be Computer Science or Information Technology or an equivalent qualification and reckoning experience and proficiency in using statistical tools and programs.

44.17 Incumbent would be responsible to the Manager, Centre of Excellence and required, *inter alia*, to: collect, compile and interpret large and/or complex data, analyse results using statistical techniques and provide reports in a useful and understandable way; develop and maintain databases and data collection systems and strategies; carry out research and analysis on the various market, compute market shares and assess concentration level; and research and analyse mergers, acquisitions, as well as corporate and shareholder structures.

Administrative Secretary (New Grade)

Recommendation 8

44.18 We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Administration and/or Management or an equivalent qualification and reckoning at least two years' post-qualification experience in administrative or managerial duties.

44.19 Incumbent would be required, among others, to: assist the Executive Director in the general discharge of his duties; formulate and implement plans for manpower development, training and policies; draft and prepare agenda, minutes, reports at management and other committee meetings; act as Secretary to the Boards and other Committees; and handle matters having legal implications.

Public Relations Officer (New Grade)

Recommendation 9

44.20 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 and reckoning at least five years' experience in the field of communication.

44.21 Incumbent would be required, *inter alia*, to: manage all internal and external communications; deal with complaints and queries; handle the communication activities; prepare news/press releases; attend to administrative activities such as press monitoring; organise seminars and workshops; and coordinate events and activities related to the Council.

Confidential Secretary (New Grade)

Recommendation 10

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

44.23 Incumbent would be required, among others, to: organise, maintain diaries, make appointments and coordinate the Executive Director's agenda; perform general secretarial duties and facilitate the process of communication between the relevant stakeholders; and be responsible for ensuring that deadlines are met, and appointments are honoured.

Procurement and Supply Officer (New Grade)

Recommendation 11

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

44.25 Incumbent would be required, *inter alia*, to: be responsible for procurement, supply, storekeeping, and stock control duties in accordance with approved rules and regulations; submit proposals for reviewing procurement procedures; advise on matters relating to procurement and supply management; and ensure warehouse and stock control operations.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 12

44.26 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.

Assistant Financial Operations Officer (New Grade)

Recommendation 13

44.27 We recommend the creation of a grade of Assistant Financial Operations 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 14

44.28 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; a 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; a Certificate in typewriting at a speed of at least 25 words per minute; and a Certificate in Word/Data Processing.

44.29 Incumbent would be required, *inter alia*, to: prepare, scrutinise and process documents/cases; type and collate general office correspondence and documents; maintain files, forms, reports and other materials; receive, sort and process mail and prepare materials; photocopy reports and other documents; operate telefax and email services; carry out computer/data processing work; and update information in a computer system.

Receptionist/Telephone Operator (New Grade)

Recommendation 15

44.30 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 one sitting or passes in at least five subjects with at least Grade C in English and French on one Certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification.

44.31 Incumbent would be required, among others, to: operate the telephone switchboard (PABX) and respond to all incoming telephone calls received at the Council; assist callers; operate the reception counter; maintain an up-to-date register of all visitors calling at the organisation; maintain a register for the bookings of conference rooms; and ensure that calls and messages are properly noted and communicated to officers concerned.

Driver/Office Auxiliary (New Grade)

Recommendation 16

44.32 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 possess a valid driving licence to drive cars, vans and minibuses.

44.33 Incumbent would be required, *inter alia*, to: collect keys and deposit same from/to Police Station; open and close offices; run official errands; drive the vehicle of the organisation; carry out simple checks/maintenance tasks; report any defect observed to the Council; attend to minor repairs; and keep a log book.

44. MAURITIUS EMERGING TECHNOLOGIES COUNCIL

SALARY SCHEDULE

METC 1: **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)

METC 2: **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 (New Grade)

METC 3: **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)

METC 4: **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 (New Grade)
Assistant Procurement and Supply Officer (New Grade)

METC 5: **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 (New Grade)

METC 6: **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Procurement and Supply Officer (New Grade)

METC 7: **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**

Public Relations Officer (New Grade)

METC 8: **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**

Administrative Secretary (New Grade)
Research Assistant (New Grade)

METC 9: **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**

IT Analyst (New Grade)

METC 10: **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**

Accountant (New Grade)

44. MAURITIUS EMERGING TECHNOLOGIES COUNCIL (Contd)

METC 11: **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Emerging Tech Specialist (New Grade)

METC 12: **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**

Research and Project Coordinator (New Grade)

METC 13: **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Manager, Centre of Excellence (New Grade)

METC 14: **Rs 150000**

Executive Director (New Grade)

45. MAURITIUS EXAMINATIONS SYNDICATE

45.1 The Mauritius Examinations Syndicate (MES) operates under the *aegis* of the Ministry of Education and Human Resource, as a corporate body with the main objectives of conducting examinations and assessments at all levels consistent with national policies. It aims at establishing itself as a leading institution in the fields of examinations, assessment and evaluation, both in Mauritius and in the region.

45.2 The MES is headed by a Director, who is the principal academic and Administrative Officer responsible for the day-to-day management of the Syndicate. The latter is assisted in his functions by Deputy Directors and incumbents of the technical and administrative units.

45.3 For this review, the main proposals of Union relate to creation of grades and restyling or merging of certain others. Management also laid emphasis on the creation of grades to which its attention was drawn on the necessity for filling vacant positions in the first instance so that the effectiveness of the current structure could be assessed.

45.4 After examination of the proposals and on the basis of additional information received, the Bureau considers that there is need to further reinforce the organisation structure. We are, therefore, providing for new levels in the Finance and Maintenance departments. As regards compensation to senior officers who are not eligible for overtime but are required to work beyond their normal working hours, appropriate recommendation related thereto has been made in Volume 1.

Accountant (New Grade)

45.5 Both Management and the staff side have requested for the creation of a grade of Accountant/Senior Accountant for segregation and supervision purposes. The Bureau has studied the proposal and is recommending accordingly.

Recommendation 1

45.6 We recommend the creation of a grade of Accountant. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions.

45.7 Incumbent would be required to, among others, assist in the supervision of all financial and accounting systems of the Syndicate; maintain proper financial control procedures; maintain proper accounting records for loan transactions; monitor the performance and deliverables of the accounting staff; keep Renewals Fund Registers, records of assets of the organisation and insurance transactions; assist in the monitoring of banking and investment activities of the organisation; and maintain Cash Book and Fixed Asset Register of the organisation.

Assistant Financial Operations Officer (New Grade)

45.8 Union members have also requested for the restyling of the grade of Accounts Clerk to Assistant Financial Operations Officer to be in line with what obtains in other Educational Institutions. The request could not be acceded to as the mode of appointment to the grades of Accounts Clerk and Assistant Financial Operations Officer differ. Upon thorough examination of the request, the Bureau is, however, providing for the grade of Assistant Financial Operations Officer and making the grade of Accounts Clerk evanescent.

Recommendation 2

45.9 We recommend the creation of a grade of Assistant Financial Operations Officer. Appointment thereto and the duties should in line with the recommendations made in the Chapter on Observations and General Provisions.

45.10 We further recommend that:

(i) the grade of Accounts Clerk be made evanescent; and

(ii) consequential amendments be brought to the scheme of service of the grade of Financial Operations Officer such that, henceforth, appointment thereto be made by selection from among Accounts Clerk (Personal) and Assistant Financial Operations Officer reckoning at least four years' service in a substantive capacity in their respective grade.

Maintenance Section

Handy Worker (Multi-Skilled) (New Grade)

45.11 Management explained that currently there is only one incumbent in the grade of Maintenance Officer and the latter is responsible for the maintenance of MES's buildings as well as marking centres situated outside the compound of MES. They further averred that the need is felt for an appropriate level to assist the Maintenance Officer in the discharge of his/her duties. We are making appropriate recommendation in that direction.

Recommendation 3

45.12 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) 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 trades mentioned above.

45.13 Incumbent would, among others, be required to: make regular inspections of existing infrastructure and report to the Maintenance Officer for remedial action to be taken; make arrangements for the repairs of plant, furniture and equipment;

guide, supervise and control maintenance staff, including General Workers and Gardeners; ensure that safety and precautionary measures relating to water and electricity infrastructure are observed and assist the Maintenance Officer in his duties.

IT Analyst
formerly IT Officer
Systems Administrator
Systems Analyst

45.14 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades bearing different appellations across Parastatal Bodies and has noted significant overlapping of duties and responsibilities. For the sake of harmonisation, we are restyling these grades to appropriate appellation.

Recommendation 4

45.15 We recommend that the grades of IT Officer, Systems Administrator and Systems Analyst be restyled to IT Analyst.

Movement in Master Salary Scale

45.16 Officers in the grades of Senior Financial Operations Officer (Future Holder), Senior Procurement and Supply Officer (Future Holder) and Human Resource Officer/Senior Human Resource Officer possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendations thereto related made in the Chapter on Observations and General Provisions should be applicable.**

Allowance to Confidential Secretary

45.17 Presently, the Confidential Secretary attached to the office of the Director, MES, is called upon to work regularly over and above the normal working hours and is exceptionally paid a monthly *adhoc* allowance. This provision is being maintained.

Recommendation 5

45.18 We recommend that the Confidential Secretary attached to the office of the Director, MES, and who is called upon to work regularly over and above the normal working hours, should exceptionally be paid a monthly *adhoc* allowance along the same lines as Confidential Secretaries posted with Ministers, Junior Ministers, officers at the level of Permanent Secretary and above and the Cabinet's Office in the Civil Service.

45. MAURITIUS EXAMINATIONS SYNDICATE

SALARY SCHEDULE

MES 1 : Rs 30265

Safety and Health Officer (Part-time)

MES 2 : 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

MES 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

MES 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

MES 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Examinations Attendant

MES 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener

MES 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

MES 8 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Binder

MES 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

MES 10 : Rs 25145 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

Handy Worker (Multi-Skilled) (New Grade)
Handy Worker/Tradesman

MES 11 : Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Senior Examinations Attendant

45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

MES 12 : 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 (Computer)
Technical Assistant (Electrical Installation and Maintenance)
Technical Assistant (Laboratories)
Technical Assistant (Printing)

MES 13 : 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
Examinations Clerk

MES 14 : Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Security Officer

MES 15 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Foreman

MES 16 : Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950

Assistant Head of Printing

MES 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

Accounts Clerk (Personal)
Assistant Financial Operations Officer (New Grade)
Assistant Procurement and Supply Officer
Data Processing Assistant
Examinations Assistant

MES 18 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300

Senior Security Officer

MES 19 : 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

45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

MES 20 : 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

MES 21 : 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
Procurement and Supply Officer
Senior Data Processing Assistant
Senior Examinations Assistant

MES 22 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Senior Confidential Secretary (Personal)

MES 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

MES 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)
Senior Procurement and Supply Officer (Future Holder)

MES 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

Documentation Officer
ICT Technician
formerly Computer Technician
Maintenance Officer

MES 26 : 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 - 60600

Programmer

MES 27 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)
Senior Procurement and Supply Officer (Personal)

45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

MES 28 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Examinations Superintendent
Head of Printing

MES 29 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Research and Development Assistant
Senior Programmer

MES 30 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Financial Operations Officer

MES 31 : 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

Administrative Officer

MES 32 : 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

IT Analyst
formerly IT Officer
Systems Administrator
Systems Analyst

MES 33 : 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

Accountant (New Grade)
Human Resource Management Officer

MES 34 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Examinations Officer (Administration)
Examinations Officer (Data Processing)
Research and Development Officer

MES 35 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager (Procurement and Supply)

MES 36 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager

45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

MES 37 : Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Senior Examinations Officer (Administration)
Senior Examinations Officer (Data Processing
Senior Research and Development Officer

MES 38 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Financial Manager

MES 39 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Administrative/Deputy Secretary

MES 40 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Principal Examinations Officer
Principal Research and Development Officer

MES 41 : Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Secretary

MES 42 : Rs 134000

Deputy Director

MES 43 : Rs 150000

Director

46. MAURITIUS FILM DEVELOPMENT CORPORATION

46.1 To encourage the growth of the film industry in Mauritius, a body corporate known as the Mauritius Film Development Corporation (MFDC) was established under the MFDC Act No. 31 of 1986. As enunciated in the Act, the Corporation is responsible, among others, to: import, export, exhibit and produce films; establish relationship with international persons/bodies for the promotion of film activities; hold/promote film show festivals to cater for the cultural and linguistic needs of Mauritians; and provide relevant assistance to persons/bodies engaged in the productions or exhibition of films.

46.2 Its services are dispensed through four main areas of intervention *viz* One Stop-Shop Services, Production Development, Audience Development and Capacity Building Development. In so doing, the Corporation is dedicated to promote inclusivity and diversity in the creative industry, especially with respect to the film related activities.

46.3 The organisational structure comprises three main Departments namely Project and Programme; Administration; and Technical, each having its own specificity and contribution towards the achievement of the Corporation's objectives. As head of the Corporation, the General Manager who is assisted by staff comprising professionals, technical, General Services and employees of the Workmen's Group has the overall responsibility of maintaining and promoting the proper administration of the organisation.

46.4 Union's proposals for this review exercise, were for a restyling of the grade of Technical Executive along with an upgrading in salary; and granting of duty free facilities and travelling allowances to a few grades. Management's requests were centered mainly towards: creation of levels; restyling of grades; reviewing the salary of a few grades; grant of duty free facilities as well as amending the qualifications requirement of grades in the Technical Unit.

46.5 During consultative meeting, parties were informed of requests, which for technical reasons, could not be retained. Management was apprised that the job appellation of the grade of General Manager is as per the MDFC Act. It was equally reported that employees in the grade of Handy Worker (Lay Services) are providing assistance in the Technical Department and hence, performing duties of a higher level. On this issue, Management was advised to consider granting an allowance to these employees to compensate for the additional duties. Management was also informed that the creation of a few additional levels cannot be acceded to as the duties would overlap with the existing ones. They were instead advised to consider enlarging the duties in the schemes of service of the existing levels.

46.6 All submissions have been examined and with a view to further strengthening the organisation structure, we are providing a few additional levels as per the ensuing recommendations.

Assistant Procurement and Supply Officer (New Grade)

46.7 Currently, a Procurement and Supply Officer is handling all the procurement issues of the Corporation and he is being assisted by a Clerical Officer/Higher Clerical Officer now restyled Clerical Officer. Management has stressed on the need for the creation of a grade of Assistant Procurement and Supply Officer to provide assistance in the face of increasing procurement activities. In a bid to strengthen the Unit dealing with the procurement functions and on the basis of the merit of the case, we are creating a level and recommending accordingly.

Recommendation 1

46.8 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.

Audiovisual Assistant (New Grade)

46.9 During consultations, Management underlined the importance of the MFDC and its contribution to the Mauritian economy as well as on the growing public interest in the field of cinematography. A request has, thus, been made for the creation of a level to provide assistance to the Audiovisual Officer. With a view to enabling the Corporation to better achieve its objectives, we are providing a new grade.

Recommendation 2

46.10 We recommend the creation of a grade of Audiovisual Assistant. 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 Certificate in Audiovisual Production.

46.11 Incumbent would be required, *inter alia*, to assist the Audiovisual Officer in: the overall production tasks of the MFDC; sound dubbing, mixing and other functions in producing a finished video tape representation; maintaining and monitoring daily utilisation schedule of equipment; preparing equipment for troubleshooting procedures; organising and overseeing the technical needs for on-location events and implementing standard control for equipment usage and rental; and administering daily the workload of the audiovisual staff as well as perform minor editing and post-production tasks.

Office Auxiliary/Senior Office Auxiliary (New Grade)

46.12 During the interview exercise conducted by the Bureau for the writing of the Job Description Questionnaires, employees in the grades of Handy Worker (Lay Services) and Driver/Handy Worker averred that, over and above their normal set of duties, they are called upon to perform part of the duties of Office Attendant. Management, on its part, has certified these claims and has made a proposal to create a grade of Office Attendant. Given its relevancy, we are creating a level.

Recommendation 3

46.13 We recommend the creation of a grade of Office Auxiliary/Senior Office Auxiliary. Appointment thereto and the duties to be performed should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Cameraman
formerly Technician (Camera)

46.14 At the request of Management, a grade of Technician (Camera) was created in the 2016 PRB Report mainly to perform camera work (motion and still) for films, commercials and audiovisual materials and to be responsible for camera while in shooting. Management has now reported that this appellation is a misnomer and has consequently proposed to restyle the aforementioned grade to Cameraman and to equally review its qualifications requirement such that in future, the post be filled from among candidates possessing a Certificate in Camera instead of a Technician Certificate in Telecommunications and Electronics Engineering as the Corporation is facing difficulty to fill the post. After examination of the request, the Bureau concluded that the present job appellation is not in consonance with the duties and responsibilities devolving upon incumbent in the grade. We are, therefore, restyling this grade to a more appropriate appellation to ensure that the job title is meaningful and conveys an immediate understanding of the job as well as enlarging its qualifications requirement.

Recommendation 4

46.15 We recommend that the grade of Technician (Camera) be restyled to Cameraman.

46.16 We also recommend that, henceforth, the post should be filled by selection from among candidates possessing the Technician Certificate in Telecommunications and Electronics Engineering awarded by the City and Guilds at London Institute or a Certificate in Photography or a Cambridge Higher School Certificate with passes at Principal Level in Physics or Chemistry and Mathematics, or an equivalent qualification.

46. MAURITIUS FILM DEVELOPMENT CORPORATION

SALARY SCHEDULE

MFDC 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker (Lay Services)

46. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

MFDC 2 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 – 32615

Stores Attendant

MFDC 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 – 33040

Surveillant (on shift)

MFDC 4 : 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 (New Grade)

MFDC 5 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Audiovisual Assistant (New Grade)
Driver/Handy Worker

MFDC 6 : 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

Technician/Driver

MFDC 7 : 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
Word Processing Operator/Receptionist

MFDC 8 : 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

Cameraman
formerly Technician (Camera)
Clerical Officer
formerly Clerical Officer/Higher Clerical Officer

MFDC 9 : 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 - 46900

Technical Assistant

MFDC 10 : Rs 26345 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 - 46900 x 1050 - 49000

Visual Graphic Artist

MFDC 11 : 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

46. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

MFDC 12 : 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
Assistant Procurement and Supply Officer (New Grade)

MFDC 13 : Rs 27265 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 - 51200

Technician (Light and Sound)

MFDC 14 : 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

MFDC 15 : 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
Procurement and Supply Officer

MFDC 16 : Rs 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

Audiovisual Officer
ICT Technician

MFDC 17 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

MFDC 18 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 QB 64200 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Project and Programme Officer

MFDC 19 : 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

Technical Executive

MFDC 20 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750

Senior Project and Programme Officer

46. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

MFDC 21 : Rs 118000

General Manager

47. MAURITIUS INSTITUTE OF EDUCATION

47.1 Established under the Mauritius Institute of Education Act No. 42 of 1973 (subsequently amended in 2017), the Mauritius Institute of Education (MIE) operates under the *aegis* of the Ministry of Education and Human Resource. In line with the objective of modernising the education sector and endowing it with a professional teaching workforce, the MIE 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.

47.2 The MIE is headed by a Director who is the principal academic and administrative officer. 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 cadres and other support services and occupational groups.

47.3 During consultative meeting, the representatives of the academic staff were informed that their requests pertaining to the non-implementation of off campus work and Sabbatical Leave Scheme; the grant of an annual book allowance; an allowance to academics acting as Programme Coordinators; and the establishment of a period of closure for academics were issues incumbent upon Management.

47.4 Where requests have been made for the creation of additional levels/grades, the attention of Management was drawn on the necessity for filling vacant positions, in the first instance.

47.5 Though few requests could not be taken on board for want of information, we are in this Report, providing for the grade of Quality Assurance Officer and reviewing the General Services grades to enable the Institute to ensure availability of adequate resources and continuity of service delivery. We are also maintaining those provisions that are considered to be appropriate and relevant; and reviewing the quantum of certain allowances.

Quality Assurance Officer (New Grade)

47.6 With the emergence of new technologies and in line with the Institute's mission and vision, Management has requested for the creation of a grade of Quality Assurance Officer to ensure, among others, high standards service delivery and compliance. On the basis of operational need, the Bureau is making appropriate recommendation.

Recommendation 1

47.7 We 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 and reckoning at least three years' post-

qualification experience in the field of Quality Management or Management or Administration.

47.8 Incumbent in the grade would be required, *inter alia*, to be responsible to the Officer-in-Charge of the Quality Assurance Division of the MIE; assist in the development of Quality Assurance for the Institute; provide administrative and technical support in the operation of the Institute's Quality Assurance processes; assist in the internal academic audit arrangements; act as Secretary in committees relating to quality assurance and assist in implementing external quality assessment of its programmes/activities.

General Services

47.9 The General Services at the MIE comprises the grades of Principal Executive Officer, Higher Executive Officer, Executive Officer (Personal), Management Support Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator. Management has submitted that with the abolition on vacancy of the grade of Executive Officer (Personal), the Institute would no longer be able to fill vacancies in the grade of Higher Executive Officer. Likewise, upon all incumbents in the grade of Higher Executive Officer being appointed as Principal Executive Officer and vacancies occurring, a void would be created, thus affecting the smooth functioning of the organisation.

47.10 Consequently, it has requested that the grades of Office Management Assistant and Office Management Executive be created on its establishment to ensure continuity of service delivery. Hence, we are providing for appropriate transitory measures in the ensuing paragraphs.

Office Management Assistant
formerly Higher Executive Officer

Recommendation 2

47.11 We recommend that the grade of Higher Executive Officer be restyled Office Management Assistant. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Executive Officer (Personal). Upon complete phasing out of the grade of Executive Officer (Personal), appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Office Superintendent (New Grade)

Recommendation 3

47.12 We recommend:

(i) the creation of a grade of Office Superintendent;

(ii) that the grade of Principal Executive Officer be made evanescent; and

(iii) officers in the evanescent grade of Principal Executive Officer should be given the option to join the new grade of Office Superintendent.

47.13 We also recommend that the duties and responsibilities of the grade of Office Superintendent should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

47.14 We further recommend that the grade of Office Superintendent be filled by promotion, on the basis of experience and merit, of officers in the grade of Office Management Assistant *formerly Higher Executive Officer* reckoning at least 10 years' service in a substantive capacity in the grade or an aggregate of at least 12 years' service in the Executive Cadre and on complete phasing out of the grade of Office Management Assistant *formerly Higher Executive Officer,* appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Graphic Designer

47.15 Presently, Graphic Designers possessing a Degree in Graphic Design or an equivalent qualification are allowed to move incrementally in the Master Salary Scale by one increment. This present arrangement is being maintained.

Recommendation 4

47.16 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 Chapter on Observations and General Provisions of this Volume.

Movement in Master Salary Scale

47.17 Officers in the grades of Senior Financial Operations Officer (Future Holder), Senior Procurement and Supply Officer (Future Holder) and Human Resource Officer/Senior Human Resource Officer possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendations thereto related made in the Chapter on Observations and General Provisions, should be applicable.**

Allowance to Head of School and Head of Department

47.18 Currently, academics who occupy the position of Head of School and Head of Department are being paid a monthly allowance of Rs 2200 and Rs 2000 respectively. Since the present arrangement is still relevant, we are revising the quanta of the allowances.

Recommendation 5

47.19 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 2420 and Rs 2200 respectively.

Special Provision for Academics

47.20 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 are allowed to move incrementally up to a maximum of two increments in the Master Salary Scale. The Bureau considers that this provision is still valid and is maintaining same.

Recommendation 6

47.21 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 86750 and not more than Rs 122000 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 the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Academic Attainment

47.22 According to the 2021 PRB Report, as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, administrative contributions and having stayed on top of their revised salary scales for at least 12 months are allowed to move incrementally up to a maximum of two increments in the Master Salary Scale, based on the following guidelines for ''assessing academic attainment in all Higher Education Institutions'':

(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.

47.23 Since the guidelines and the provision regarding academic attainment are still valid, we are in this report maintaining same. Additionally, we are extending this benefit to Professors of the MIE in line with what has been recommended for their counterparts in other Higher Education Institutions.

Recommendation 7

47.24 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree 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, subject to complying to the guidelines as at paragraph 47.22 above, be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

47.25 We further recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 47.21 above shall deem to be the new top salary.

47.26 We additionally recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:

(i) have drawn their revised salary for at least 12 months; and

(ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:

a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;

b) supervised at least two PhD Degree theses;

c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and

d) reckon experience in:

(i) the organisation of conferences/seminars/ workshops/policy dialogues;

AND

(ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Duty Free Facilities for Senior Lecturers

47.27 Currently, Senior Lecturers reckoning at least 14 years' service in the cadre are entitled to car benefits though drawing salary in a scale the maximum of which is less than Rs 94500. We are maintaining the provision whilst reflecting the revised salary point.

Recommendation 8

47.28 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 16.2.17 (No. 2) of Volume 1 though drawing a salary in a scale the maximum of which is less than Rs 118000.

General Worker

47.29 Presently, General Workers who are regularly called upon to perform the duties of the grade of Office Attendant are paid an allowance equivalent to three increments at the salary point reached in their salary scale. The provision, being appropriate, should continue to prevail.

Recommendation 9

47.30 We recommend that General Workers who are regularly called upon to perform the duties of the grade of Office Auxiliary/Senior Office Auxiliary *formerly Office Attendant* should be paid an allowance equivalent to three increments at the salary point reached in their salary scale.

Sabbatical Leave

47.31 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 10

47.32 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

47.33 Full-time employees of the Institute are currently not allowed to participate in active politics, with a view to ensuring the continued smooth running in the operations of the Institution. **This provision, being a main clause in the contract of employment of the staff, should be maintained**.

47. MAURITIUS INSTITUTE OF EDUCATION

SALARY SCHEDULE

MIE 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

MIE 2 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

MIE 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener
Library Auxiliary
formerly Library Attendant

MIE 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener

MIE 5 : 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
formerly Office Attendant

MIE 6 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Senior Library Auxiliary
formerly Senior Library Attendant

MIE 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/Office Auxiliary
formerly Driver/Messenger
Technical Attendant

MIE 8 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Binder
Cabinet Maker/Carpenter
Electrician
Painter

MIE 9 : 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

47. MAURITIUS INSTITUTE OF EDUCATION (Contd)

MIE 10 : **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

MIE 11 : **Rs 25145 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**

Handy Worker (Multi-Skilled)

MIE 12 : **Rs 26645 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**

Driver (Heavy Vehicle)

MIE 13 : **Rs 24545 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**

Technical Attendant (Personal)
formerly Laboratory Attendant
Resources Centre Attendant
Workshop Attendant
(in post as at 30.06.93)

MIE 14 : **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 – 38215 QB 39140 x 970 – 42050**

Assistant Technician (Printing)

MIE 15 : **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
formerly Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator

MIE 16 : **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**

Senior Binder

MIE 17 : **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**

Senior Assistant Technician (Printing)

MIE 18 : **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 - 46900 x 1050 - 49000**

Library Clerk/Senior Library Clerk

47. MAURITIUS INSTITUTE OF EDUCATION (Contd)

MIE 19 : 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

MIE 20 : 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
Executive Officer (Personal)

MIE 21 : 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

Educational Data Assistant

MIE 22 : 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

MIE 23 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Information, Research and Documentation Officer (Ex-SMEDA) (Personal)

MIE 24 : 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
Procurement and Supply Officer

MIE 25 : 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 - 54500 x 1450 - 57400

Technician

MIE 26 : 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
formerly Higher Executive Officer

MIE 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

Human Resource Officer/Senior Human Resource Officer

47. MAURITIUS INSTITUTE OF EDUCATION (Contd)

MIE 28 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)
Senior Procurement and Supply Officer (Future Holder)

MIE 29 : 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

Graphic Designer
ICT Technician
formerly Computer Technician
Library Officer
Maintenance Officer

MIE 30 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)
Senior Procurement and Supply Officer (Personal)

MIE 31 : 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

MIE 32 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Principal Executive Officer (Personal)

MIE 33 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent (New Grade)

MIE 34 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Assistant Librarian/Cataloguer

MIE 35 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Senior Graphic Designer
Senior Technician

MIE 36 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Financial Operations Officer
Principal Procurement and Supply Officer

47. MAURITIUS INSTITUTE OF EDUCATION (Contd)

MIE 37 : 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

Administrative Officer
Human Resource Management Officer
Quality Assurance Officer (New Grade)
Research Officer

MIE 38 : 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

Analyst/Programmer
IT Analyst
formerly Systems Administrator

MIE 39 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Chief Technician

MIE 40 : 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 - 86750

Instructional Designer/Senior Instructional Designer

MIE 41 : 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 - 86750

Deputy Head Librarian
Internal Auditor/Senior Internal Auditor

MIE 42 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer

MIE 43 : 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

Assistant Registrar

MIE 44 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 – 97000

IT Coordinator

MIE 45 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Financial Controller
Head Librarian
Senior Lecturer

47. MAURITIUS INSTITUTE OF EDUCATION (Contd)

MIE 46 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Deputy Registrar

MIE 47 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Registrar

MIE 48 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Associate Professor

MIE 49 : Rs 138000

Deputy Director
Professor

MIE 50 : Rs 150000

Director

48. MAURITIUS INSTITUTE OF HEALTH

48.1 Operating under the *aegis* of the Ministry of Health and Wellness since 1989, the Mauritius Institute of Health (MIH) has been and remains the main training arm of the Ministry. Its primary functions are to undertake training and research in the health sector and health related disciplines. It is also empowered to grant Certificates, Diplomas, Degrees and Awards in respect of the training provided by the Institute.

48.2 Besides its training and research activities, the MIH also acts as a focal point and resource centre for the production, exchange and promotion of health learning and health information; and provides advisory services in matters of healthcare. Moreover, it has, over the years, been entrusted with additional responsibilities such as running refresher courses for Continuing Professional Development for, *inter alia*, medical and dental professionals; and building capacity for medical and healthcare research, including clinical trials and clinical audits.

48.3 The responsibility for maintaining and promoting the proper administration of the Institute rests upon the Executive Director. The latter is assisted by professional and technical staff for the core functions while the administrative and General Services staff at various levels provide support for the other functions.

48.4 All the representations made by the Union and Management in the context of this review exercise have been examined and discussed during consultative meetings. The stakeholders were provided with appropriate explanations regarding the non retention of certain proposals such as absorbing the Clerk/Word Processing Operator in the grade of Management Support Officer; reinstatement of the grade of Executive Assistant (Personal); reverting the grade of ICT Technician to its former job title and amendment of the schemes of service of the grades of Office Attendant and General Worker.

48.5 Overall, we consider the prevailing structure at the MIH to be adequate. Nevertheless, to enable the MIH to continue to sustain the training needs of the health sector, we are making specific provision for the grade of Training Manager for which Management has been facing recruitment problems since several years.

Training Manager

48.6 A case was made in the context of the last Report to review the salary of the grade of Training Manager in view of recruitment problems being encountered. However, based on the findings of our assessment of the grade coupled with the fact that its scheme of service had been recently amended to facilitate recruitment, we maintained its salary.

48.7 For the present review, Management has submitted that it has continued to encounter difficulties to fill the post of Training Manager despite the amendment in the scheme of service. Being given that training represents 90% of its business activities, it has, therefore, made a request for the grade to be restyled Training

Manager/Senior Training Manager and upgraded. In so doing, it would also enable the Institute to effectively manage its responsibility for capacity building of the health workforce and other officers.

48.8 The Bureau has re-examined the whole issue, taking into consideration various factors such as the persistent recruitment problem, the wide array of duties devolving upon the grade, the complexity and the volume thereof. **All these elements have been reflected in the recommended salary of the grade.**

Book Allowance and Special Medical Service Allowance

48.9 The Training Manager is entitled to a yearly Book Allowance of Rs 13500 for the purchase of medical books. Moreover, 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. In our last Report, we extended these benefits to the Executive Director and also made provision for the grant of smart phones to the concerned officers, following which the Book Allowance would lapse.

48.10 It has been reported that, up to now, the officers have not been provided with smart phones and the latter are still benefitting from the Book Allowance. Since the provision for smart phone to replace the traditional Book Allowance is still valid, we are maintaining same. As regards the Special Medical Service Allowance, we are reviewing the quantum for the grade of Training Manager based on its recommended salary.

Recommendation 1

48.11 We recommend that officers in the grades of Training Manager and Executive Director should be paid the Book Allowance and Special Medical Service Allowance as follows:

Grades	Book Allowance	Special Medical Service Allowance
	Quantum	
Training Manager	Rs 14500 annually	12% of the monthly salary
Executive Director	Rs 14500 annually	15% of the monthly salary

48.12 We further recommend that a smart phone of equivalent value to the Book Allowance should be provided to the concerned officers following which, the Book Allowance should lapse.

48. MAURITIUS INSTITUTE OF HEALTH

SALARY SCHEDULE

MIH 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

MIH 2 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

MIH 3 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Cook

MIH 4 : 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
formerly Office Attendant

MIH 5 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Senior Office Attendant (Personal)

MIH 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

MIH 7 : 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 (New Grade)

MIH 8 : 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

MIH 9 : Rs 24245 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

Clerical Assistant (Personal)
formerly Clerical Assistant (NTFCH)

MIH 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 - 44960

Word Processing Operator

48. MAURITIUS INSTITUTE OF HEALTH (Contd)

MIH 11 : 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

MIH 12 : 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 - 47950

Senior Word Processing Operator

MIH 13 : 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

MIH 14 : 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
Executive Assistant (Personal to officers in post as at 31.12.15)
Printing and Publishing Officer

MIH 15 : 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

MIH 16 : 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

MIH 17 : 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 - 57400

Documentalist

MIH 18 : 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

MIH 19 : 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

MIH 20 : 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

Administrative Secretary
IT Trainer
Research Assistant

48. MAURITIUS INSTITUTE OF HEALTH (Contd)

MIH 21 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500

Programme Coordinator, Nursing and Paramedical Studies

MIH 22 : 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 - 86750 x 2500 - 94250 x 2750 - 97000

Research Officer/Senior Research Officer

MIH 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Training Manager

MIH 24 : Rs 150000

Executive Director

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

49.1 Established under Act No. 12 of 2009, the Mauritius Institute of Training and Development (MITD) operates under the *aegis* of the Ministry of Education and Human Resource. The objectives of the MITD are, *inter alia*, to promote excellence in technical and vocational education and training; assist in the apprenticeship of persons who are, or would be employed in commercial, technical and vocational fields; and increase access to technical and vocational education and training through the setting up of training centres.

49.2 At the helm of the MITD, there is a Director who is responsible for the execution of the policy of the Board as well as for the control and management of the business of the Institute. He is supported by officers in the grades of Deputy Director (Corporate), Deputy Director (Training), and officers in professional, technical and operational grades.

49.3 Requests made by Unions and Management were mostly common and they pertain to the creation of grades; merger of a few specific levels; restyling of existing positions; abolition as well as the reinstatement of certain evanescent grades along with representations on general Conditions of Service, among others. A few individual representations were also submitted. Appropriate justifications were provided to stakeholders on requests which could not be retained.

49.4 After examining the proposals and in view of the new role and responsibilities which have been entrusted upon the MITD, we are, in the ensuing paragraphs making appropriate recommendations to provide an adequate structure so as to enable the organisation to deliver effectively on its mandate.

Divisional Manager (Training Delivery) (New Grade)

Divisional Manager (Research, Project and Curriculum Development) (New Grade)

Assistant Manager (Training Delivery) (New Grade)

Assistant Manager (Research, Project and Curriculum Development) (New Grade)

49.5 The Training Delivery Division is one of the most important Divisions at the MITD. It serves a pivotal role in ensuring the effective delivery of training programmes and its importance lies in several key areas such as quality training delivery, student engagement and learning outcomes, trainer development and support, among others. Similarly, the Research, Project and Curriculum Development Division plays a crucial role at improving the quality, relevance and effectiveness of training programmes. Some of the main functions of this Division include curriculum development, ongoing research and needs assessment, project management and professional development.

49.6 During consultative meetings, almost all Unions at the MITD as well as the Management emphasised on the importance of these Divisions and requested for the creation of grades at a certain level for its proper management. To this end,

we are reinforcing these two Divisions by making provision for the grades of Divisional Manager and Assistant Manager in the respective field.

Recommendation 1

49.7 We recommend the creation of a grade of Divisional Manager (Training Delivery). Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Administration or Education or Engineering or Management or an equivalent qualification and reckoning at least eight years' post-qualification experience in the industrial/vocational/educational/technical field.

49.8 Incumbent would be required to, among others, provide consultancy services and customised training in the setting up and management of training centres, trainer training (technical and pedagogical), training needs assessments to clients in Mauritius and African Countries through a Regional "train the trainer programme"; assist in the formulation of training programmes to be offered in the MITD Training Centres and ensure that the training programmes are constantly reviewed and updated; and be responsible for the effective management and implementation of the Apprenticeship Scheme and any other projects introduced by the Government.

Recommendation 2

49.9 We recommend the creation of a grade of Divisional Manager (Research, Project and Curriculum Development). Appointment thereto should be made by selection from among candidates who possess a Master's Degree in Administration or Education or Engineering or Management or an equivalent qualification and reckon at least eight years' post-qualification experience in the industrial/vocational/educational/technical fields including three years in drafting of curricula.

49.10 Incumbent would be required to, *inter alia*, effectively manage the Research, Project Curriculum Development Division; be responsible for the evaluation of training programmes of the MITD, Quality Management System within the Division, development of curricula, among others; identify, formulate, design, cost and manage projects to increase access to Technical and Vocational Education and Training (TVET) by decentralising and creating new training centres; and develop new training programmes and projects directly related to the needs of industry in Mauritius.

Recommendation 3

49.11 We also recommend the creation of a grade of Assistant Manager (Training Delivery). Appointment thereto should be made by selection from among candidates possessing a Degree in Education or Educational Leadership or Management or Quality Management or an equivalent qualification and reckoning at least five years' experience in the field of training/education/technical vocational education and training/quality management/management/administration.

49.12 Incumbent would be required to, among others, assist the Divisional Manager (Training Delivery) in the development of training programmes and materials that align with the MITD goals and objectives; help in the coordination of various training activities; provide training to other staff members, as and when required; evaluate the effectiveness of training programmes and collect feedback from participants, analyse training evaluation data and identify areas for improvement; and provide support to training staff by assisting to their professional development.

Recommendation 4

49.13 We further recommend the creation of a grade of Assistant Manager (Research, Project and Curriculum Development). Appointment thereto should be made by selection from among candidates who possess a Degree in Education or Educational Leadership or Management or Project Management or an equivalent qualification and reckon at least five years' experience in the field of training/education/technical vocational education and training/research and development/project management.

49.14 Incumbent would be called upon to, *inter alia*, assist in coordinating research projects including identifying research needs, developing research plans and overseeing the execution of research activities; contribute to the development and improvement of the curriculum of the MITD by working closely with subject matter experts, training staff, industry professionals to ensure that curriculum aligns with industry standards; and be responsible for analysing research data and evaluating the effectiveness of curriculum and instructional methods.

Training Officer
formerly Training Officer
Instructor
Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)

49.15 At present, there are two distinct grades at the MITD to dispense training, namely Training Officer and Instructor. The grade of Training Officer is recruited from among candidates possessing a Cambridge Higher School Certificate and a degree in the relevant field while the grade of Instructor is filled from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate; and a Certificate pitched at NQF Level 4 in the relevant field.

49.16 During consultations, the Unions explained that Instructors and Training Officers are performing same duties and requested for the merger of both grades. The Management side was also agreeable to the request. Moreover, duly filled-in Job Description Questionnaires of both grades were perused and it has been observed that both grades are indeed performing same duties. We are, therefore, making appropriate recommendations.

Recommendation 5

49.17 We recommend that the grades of Training Officer, Instructor and Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08) be merged and restyled Training Officer. Henceforth, appointment to the grade of Training Officer *formerly Training Officer, Instructor and Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)* should be made by selection from among candidates possessing either a Cambridge School Certificate; a Cambridge Higher School Certificate; and a Certificate in the relevant field and who reckon at least five years' post-qualification experience or who possess a post 'A' level Degree in the relevant field.

49.18 We also recommend that candidates possessing a post 'A' level Degree in the relevant field should, upon appointment as Training Officer, join the recommended salary scale at the salary point Rs 37290.

49.19 We further recommend that incumbents possessing a post 'A' level Degree in the relevant field should be allowed to move beyond the QB inserted in the salary scale.

49.20 We additionally recommend that incumbents in the grade of Training Officer *formerly Training Officer, Instructor and Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)* and who are drawing salary which is less than Rs 37290 should, on obtention of the qualifications to cross the QB in the salary scale, be allowed to join at salary point Rs 37290.

Training Coordinator (New Grade)

49.21 For this overall review, both the Unions and Management requested to reinstate the evanescent grade of Coordinator. Parties were informed that the reinstatement of this evanescent grade may not be viable. The moreso, some of the functions of the Coordinator (Personal to officers in post as at 30.06.08) have been included in the scheme of service of the grade of Assistant Manager.

49.22 However, during discussions, the MITD explained that, though some duties of Coordinator have been included in those of the Assistant Manager, there is still functional need for a level to plan, organise, coordinate and supervise the work of training staff as well as to monitor the quality of training dispensed. We have examined the request and consider that the creation of this position is justified. We are, thus, recommending accordingly.

Recommendation 6

49.23 We recommend the creation of a grade of Training Coordinator. Appointment thereto should be made by selection from among officers in the grades of Training Officer *formerly Training Officer, Instructor and Instructor (Personal)* and Trainer (Personal) who possess a Degree in the field of Engineering or Physical Sciences or Computer Science or

Hospitality Management or Management or an equivalent qualification and who reckon at least 10 years' service in a substantive capacity in the grade.

49.24 Incumbent would be required to, *inter alia,* collaborate with subject matter experts to develop training curricula that meet industry standards and address the needs of learners; plan, schedule and organise training sessions, workshops and other learning activities; promote training programmes to potential students; assist with the enrolment process and provide information about course requirements, schedules and fees; establish and maintain partnerships with industry stakeholders, Government agencies, and other educational institutions to enhance training opportunities; and supervise the work of training staff.

Career Guidance Officer (New Grade)

49.25 In the context of the previous PRB Report, request was made for the creation of a grade of Career Guidance Officer to provide guidance to students on the choice of suitable courses and career. Since the MITD was, at that point in time, operating under the *aegis* of the then Ministry of Labour, Human Resource Development and Training, the Bureau advised that it would be more appropriate to tap the services of officers of the Career Counsellor Cadre, whenever necessary, as a means to refrain from creating departmental grades.

49.26 For this review exercise, both Management and Unions have expressed that this arrangement has not been implemented and is not effective. Both parties explained that this situation is a hindrance in the proper functioning of the MITD and reiterated the request for the creation of the grade of Career Guidance Officer. We have studied the proposal and consider same to be justified. Appropriate provision is being made.

Recommendation 7

49.27 We recommend the creation of a grade of Career Guidance Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Counselling or Psychology or an equivalent qualification and reckoning at least three years' experience in the field of training or education.

49.28 Incumbent would be required to, among others, assist in the organisation of an employment and training information service for the benefit of students as well as the emerging workforce; advise, guide and counsel students and members of the public in general on the training programmes offered by the MITD with job employment prospects; deliver talks on key training programmes for the public in different external fora; and ensure students and job seekers get appropriate training programmes based on their qualifications.

Public Relations Officer (New Grade)

49.29 Representation was made by the staff side for the creation of a grade of Public Relations Officer to manage the internal and external communications of the MITD. Management was agreeable thereto. We are recommending accordingly.

Recommendation 8

49.30 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 and reckoning at least five years' experience in the field of communication.

49.31 Incumbent would be required, among others, to: plan, implement and evaluate communication strategies; manage all internal and external communications; prepare news/press releases; organise press conferences, seminars and local workshops; deal with media for all press release; and write content for websites.

Driver (Heavy Vehicles above 5 tons) (New Grade)

49.32 At present, there is the grade of Driver/Messenger on the establishment of the MITD. During consultations, Unions explained that these Driver/Messengers are often called upon to drive heavy vehicles which are above five tons, such as, double cabs and buses without any form of compensation. Management has informed that it will continue to need such vehicles for the transportation of students/trainees from training centres to hotels, among others, for their practical training. In the given circumstance, we consider that it would be more appropriate to have a dedicated grade with the proper qualifications to drive such vehicles.

Recommendation 9

49.33 We recommend the creation of a grade of Driver (Heavy Vehicle above 5 tons). Appointment thereto should be made by selection from among employees in the grades of Driver/Office Auxiliary *formerly Driver/Messenger* and Driver/Messenger (Personal to Driver/Messengers in post at ex-IVTB and ex-TSMTF as at 30.06.2008) on the establishment of the MITD who possess a valid Driving Licence to drive cars, vans and vehicles above 5 tons. In the absence of qualified serving employees, the grade should be filled from among external candidates possessing the required qualification.

49.34 Incumbent in the grade would be required, *inter alia,* to: drive buses and vehicles above 5 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; and record movements in appropriate logbooks.

Quality Assurance Officer

49.35 The qualifications requirement for the grade of Quality Assurance Officer are being reviewed in line with what obtains for comparable positions in other organisations.

Recommendation 10

49.36 We recommend that:

(i) the grade of Quality Assurance Officer be made evanescent and incumbent be granted a personal salary; and

(ii) a grade of Quality Assurance Officer (Future Holder) be established. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree; a Master's Degree and reckoning at least three years' post-qualification experience in teaching or teacher training or curriculum development or school development/inspection in a large institution/department in the Education Sector.

Marketing Officer (Personal)

49.37 The grade of Marketing Officer was made evanescent during the merger of the ex-IVTB and ex-TSMTF to set up the MITD. Representations have been received from both the staff and Management sides for the restoration of the grade as its functions such as identifying potential markets and elaboration of an overall marketing strategy are still required. We consider the justifications submitted to be valid and are recommending accordingly.

Recommendation 11

49.38 We recommend that the grade of Marketing Officer be reinstated.

Senior Procurement and Supply Officer (Future Holder)

Human Resource Officer/Senior Human Resource Officer

49.39 Senior Procurement and Supply Officers (Future Holder) and 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. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

Specific Provisions for Assistant Manager, Training Centre Manager and Divisional Manager

Recommendation 12

49.40 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 01 January 2021 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 97000.

49.41 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 01 January 2021 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 106250.

49.42 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 01 January 2021 should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 118000.

Discipline

49.43 The Bureau reiterates 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.

Abolition of Grades

49.44 Management has submitted that the following grades are vacant and would no longer be required:

General Worker (Personal to employees in post as at 31.12.20)

Terminal Attendant (Ex-SPI) (Personal)

Office Attendant (Personal to employees in post as at 30.06.08)

Clerical Officer/Higher Clerical Officer (Personal)

Security Officer

Analyst Programmer

Administrative Secretary (Personal to officers in post as at 30.06.08)

Project Officer

Senior Trainer (Personal to officers in post as at 30.06.08)

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)

Training Centre Manager (Personal to incumbents in the grade of Manager at Ex- TSMTF)

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB)

Team Leader (IT) (Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB)

Recommendation 13

49.45 We recommend that the above-mentioned grades be abolished.

49.46 We also recommend that the grade of Usher (Personal to officers in post as at 30.06.08) be abolished as the post is vacant.

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

SALARY SCHEDULE

MITD 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Office Attendant (Ex-SPI) (Personal)

MITD 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160

Office Attendant/Receptionist (Ex-SPI) (Personal)

MITD 3 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840

Workshop Assistant/Senior Workshop Assistant (Personal to employees in post as at 30.06.08)

MITD 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565

General Assistant

MITD 5 : 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
formerly Driver/Messenger
Driver/Messenger (Personal to Driver/Messengers in post at ex-IVTB and Ex-TSMTF as at 30.06.2008)

MITD 6 : 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

Senior General Assistant

MITD 7 : 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

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 8 : Rs 26645 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

Driver (Heavy Vehicles above 5 tons) (New Grade)

MITD 9 : Rs 24245 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

Printing Assistant

MITD 10 : Rs 24545 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

Laboratory Auxiliary (Personal to employees in post as at 30.06.08)
formerly Laboratory Attendant (Personal to employees in post as at 30.06.08)

MITD 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 - 45930

Technical Assistant (IT)
Technical Assistant (Maintenance)

MITD 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

Clerk/Word Processing Operator
Library Clerk (Personal to officers in post as at 30.06.08)

MITD 13 : Rs 26645 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 - 46900

Technical Assistant (Maintenance) (Personal to incumbents in the grade of Technical Assistant of ex-TSTMTF in post as at 30.06.08)

MITD 14 : Rs 26345 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 - 46900 x 1050 - 47950

Teacher, Basic Secondary Schools (Personal to officers in post as at 31.12.20)

MITD 15 : 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

MITD 16 : 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
Assistant Financial Operations Officer (Personal to officers in post as at 31.12.20)
Assistant Procurement and Supply Officer

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 17 : 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

MITD 18 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

MITD 19 : 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
formerly Higher Executive Officer

MITD 20 : 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

MITD 21 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (Future Holder)

MITD 22 : 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

Human Resource Assistant (Personal to officers in post as at 30.06.08)
ICT Technician
Library Officer
Maintenance Officer
Marketing Officer
Public Relations Officer (New Grade)

MITD 23 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Procurement and Supply Officer (Personal)

MITD 24 : 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

MITD 25 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 26 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Senior Accounting Technician

MITD 27 : 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 – 51200 QB 52300 x 1100 – 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Training Officer
formerly Training Officer
Instructor
Instructor (Personal to officers in the grade of Instructor at EX-TSMTF as at 30.06.08)

MITD 28 : 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

Administrative Officer
Career Guidance Officer (New Grade)
Psychologist
Quality Assurance Officer (Future Holder)
Trainer (Personal to officers in the grade of Trainer of Ex-TSMTF)

MITD 29 : 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

IT Analyst
formerly Systems Administrator

MITD 30 : 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 - 86750

Accountant/Senior Accountant
Curriculum Officer
Examination Officer
Internal Auditor/Senior Internal Auditor

MITD 31 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Curriculum Officer (Personal to incumbent in the grade of Curriculum Officer of ex-IVTB)
Marketing Manager
Training Coordinator (New Grade)

MITD 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 - 86750 x 2500 - 91750

Coordinator (Personal to officers in post as at 30.06.08)

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 33 : Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Quality Assurance Officer (Personal to officer in post as at 31.12.25)

MITD 34 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Assistant Manager
Assistant Manager (Human Resource)
Assistant Manager (Information and Communication Systems)
Assistant Manager (Procurement and Logistics)
Assistant Manager (Research, Project and Curriculum Development) (New Grade)
Assistant Manager (Training Delivery) (New Grade)
Senior Examination Officer

MITD 35 : 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

Assistant Manager (Personal to incumbent in the grade of Assistant Manager of ex-IVTB and ex-TSMTF)
Assistant Manager (Information and Communication Systems) (Personal to incumbent in the grade of Assistant Manager responsible for Information Technology at ex-IVTB)

MITD 36 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Training Center Manager

MITD 37 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 – 102500 x 3750 - 106250

Training Centre Manager (Personal to incumbents of ex-IVTB)

MITD 38 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 114000

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)
Divisional Manager (Research, Project and Curriculum Development) (New Grade)
Divisional Manager (Training Delivery) (New Grade)

49. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 39 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

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)

MITD 40 : Rs 118000 x 4000 - 130000

Deputy Director (Training)
Deputy Director (Corporate)

MITD 41 : Rs 154000

Director

50. MAURITIUS MARATHI CULTURAL CENTRE TRUST

50.1 Operating under the *aegis* of the Ministry of Arts and Culture, the Mauritius Marathi Cultural Centre Trust (MMCCT) was set up in 2001 to help the advancement of the Marathi culture and traditions. The main objectives of the Trust are, among others, to: preserve and promote Marathi art and culture and organise activities related thereto; promote the study of Marathi; and establish useful links with organisations engaged in similar activities locally and internationally.

50.2 The MMCCT is managed by a Board of Trustees and a Director is responsible for the execution of the policy of the Board as well as for the control and management of the day-to-day business of the Trust. The present structure also comprises the grades of Administrative and Events Officer, Management Support Officer, Clerk/Word Processing Operator and Driver/Office Attendant, which are all vacant, including the position of Director.

50.3 In the given circumstances, the parent Ministry has requested for this Report, to maintain the present structure of MMCCT. The Bureau was also informed that procedures for filling of the posts of Clerk/Word Processing Operator and Driver/Office Attendant have been initiated and at a later stage needful would be done to recruit an Administrative and Events Officer. We, therefore, consider that no change should be brought to the organisational setup, for the time being.

50. MAURITIUS MARATHI CULTURAL CENTRE TRUST
SALARY SCHEDULE

MMCCT 1 : 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
formerly Driver/Office Attendant

MMCCT 2 : 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

MMCCT 3 : 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

MMCCT 4 : 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

Administrative and Events Officer

50. MAURITIUS MARATHI CULTURAL CENTRE TRUST (Contd)

MMCCT 5 : **Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Director

51. MAURITIUS MEAT AUTHORITY

51.1 The Meat Act of 1974 provides for the establishment of the Mauritius Meat Authority (MMA) as a body corporate. The Authority is vested with the powers, *inter alia*, to: establish and manage abattoirs; construct, maintain and rent places for the sale of meat, meat products or by-products of the slaughtering process; and license persons and premises in connection with the slaughter of animals for meat, as well as the preparation, processing, packing and marketing of meat.

51.2 Its mission is to ensure the slaughter and timely delivery of meat is fit for human consumption thereby meeting all hygienic conditions. Being unique in Mauritius, the MMA envisions to become an Abattoir of International Standard. The services of the Abattoir are provided through three different slaughter houses: Beef, Goat and Pork. Each slaughter house ensures that the social, cultural and religious aspects are given a special consideration in the slaughtering process.

51.3 Being at the apex, the General Manager is responsible for the execution of the policy of the Authority and for the control and management of its day-to-day activities. The support services are provided by officers in professional, technical, General Services Cadres and employees of the Workmen's Group.

51.4 The representations of staff side in the context of this Report were focussed on review of existing Conditions of Service/salary/allowances and creation of a level of Head Gardener. During consultation, relevant justifications were provided thereof. The views of Management were also sought on a few proposals made by the staff side which, despite several requests, were not submitted to the Bureau.

51.5 During meeting, Management reported that proposals for this review would be submitted to the Bureau upon obtention of the Report of the Office of the Public Sector Governance entrusted with the responsibility of conducting a survey to address the shortcomings of the activities and functioning of the different Departments of the Authority. The attention of Management was also drawn to the fact that several posts on the establishment of the MMA which are vacant should equally be filled for the smooth functioning of the organisation.

51.6 As the existing structure of the MMA is appropriate, we are not bringing any change thereto.

Movement Beyond Top Salary

51.7 Officers in the grades of Human Resource Officer/Senior Human Resource Officer and Senior Financial Operations Officer (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.**

Allowance to General Worker

51.8 To ease the smooth functioning of the Authority, General Workers are posted at the Abattoir to perform specific tasks such as sorting of animals; cleaning of bleeding areas, slaughter halls, weighing rooms and cold rooms; collection and disposal of Abattoir wastes; and assisting the Laundry Workers as and when required. As an inducement to perform these tasks, they are being granted a monthly allowance of Rs 1050. Given that this arrangement is serving its purpose, we are revising the quantum of allowance.

Recommendation 1

51.9 We recommend that the monthly allowance payable to General Workers who are posted at the Abattoir to perform the aforementioned specific tasks be revised to Rs 1155.

Transport Management

51.10 Over and above their normal duties, Assistant Head Butchers equally shoulder the responsibility for transport management in different Sections of the Abattoir against payment of a monthly allowance of Rs 660. This provision being adequate should continue with a revised quantum.

Recommendation 2

51.11 We recommend that the monthly allowance payable to each Assistant Head Butcher for managing the transport fleet of the Authority, over and above their normal duties, be revised to Rs 725.

Specific Conditions of Service

Breakfast

51.12 In view of its specific hours of operation, the MMA provides breakfast to those employees who start work before 0600 hours on peak days. Considering the importance of this provision, **the Bureau recommends that it should continue to prevail.**

Attendance Bonus

51.13 Officers in the under-mentioned grades who are required to start work prior to 0600 hours for the timely supply of meat in good hygienic conditions are currently eligible for an attendance bonus of Rs 70 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

51.14 Considering the relevance of the existing provision, we are maintaining same and revising the quantum.

Recommendation 3

51.15 We recommend that officers in the above-mentioned grades who are required to start work prior to 0600 hours for the timely supply of meat in good hygienic conditions should be paid a revised attendance bonus of Rs 75 per hour.

Hours of Work

51.16 To smoothen the functioning of its day-to-day activities, provision was made for the MMA 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. **This arrangement, being appropriate, should continue to exist.**

Health Surveillance

51.17 Existing recommendation provides for the MMA, with the assistance of the relevant authorities, to ensure that an annual health risk assessment is carried out to identify situations where employees are exposed to noxious substances or adverse working conditions that may impair their health and that the employees concerned are placed under a suitable Health Surveillance Programme.

51.18 The fact that this provision is beneficial to the employees, we are upholding same.

Meat Loader/Lorry Helper

51.19 The existing specific provisions governing redeployment of employees in the grade of Meat Loader/Lorry Helper in other Sections as well as their early retirement are being maintained and replicated.

Recommendation 4

51.20 We recommend that:

(i) Management should continue to consider the advisability of redeploying the 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.

51. MAURITIUS MEAT AUTHORITY

SALARY SCHEDULE

MA 1 : Rs 30265

Safety and Health Officer (Part-time)

MA 2 : 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

MA 3 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965

Laundry Worker

MA 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

MA 5 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

MA 6 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener
General Purpose Handy Worker/Tradesman's Assistant
Meat Loader/Lorry Helper

MA 7 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160

Livestock Attendant (Personal)
formerly Stockman (Personal)

MA 8 : 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
formerly Office Attendant

MA 9 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

MA 10 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 – 37290 x 925 - 38215

Boiler Operator
Electro-Mechanic
Motor Mechanic Grade I
Plumber and Pipe Fitter

51. MAURITIUS MEAT AUTHORITY (Contd)

MA 11 : 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

MA 12 : 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

MA 13 : Rs 24245 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

Slaughterman/Senior Slaughterman

MA 14 : Rs 26645 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

Driver (Meat Van)

MA 15 : 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 - 45930

Assistant Head Butcher

MA 16 : 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
formerly Clerical Officer/Higher Clerical Officer

MA 17 : 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

MA 18 : 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

MA 19 : 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 - 51200

Head Butcher (Goat, Pork, Cattle/Sheep)

MA 20 : 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

51. MAURITIUS MEAT AUTHORITY (Contd)

MA 21 : 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
Procurement and Supply Officer

MA 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
formerly Higher Executive Officer

MA 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

MA 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)

MA 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

Abattoir Supervisor
ICT Technician

MA 26 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

MA 27 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Engineer

MA 28 : 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 - 86750

Accountant/Senior Accountant
Administrative Secretary

MA 29 : Rs 150000

General Manager

52. MAURITIUS MUSEUMS COUNCIL

52.1 Operating under the *aegis* of the Ministry of Arts and Culture, the Mauritius Museums Council (MMC) is a body corporate established under the MMC Act No. 3 of 2000. Its objects are, amongst others, to: lead and encourage the formulation of policies in the field of museology; and develop, maintain and promote national/specialised museums.

52.2 There are two national and six specialised museums under its purview along with the maintenance of the Millennium Monument at Wooton. It is also responsible for a site already earmarked for the setting up of a Railway Museum at Mapou.

52.3 At the helm of the Council, a Director General is responsible for the execution of the policies and decisions of the Board as well as for the control and management of the day-to-day business of the organisation. Assistance is provided by the Directors and officers in the professional, technical and General Services grades along with employees of the Workmen's Group.

52.4 Both Management and Union requested for the creation of a few grades. Additionally, Union mainly represented for merger of some levels; grant of duty exemption on the purchase of a car; and refund of bus fares for distance covered less than 1.6 kms to employees in the grades of Museum Attendant/Senior Museum Attendant and General Worker.

52.5 Appropriate justifications were provided for those proposals which could not be retained and where necessary, the views of the Management were equally sought on some of the requests of the Union. Further, during consultation with Management, the Bureau was apprised that due to lack of funds, the core grades such as Director General, Curator, Conservator and Museum Technician have not been filled.

52.6 After examining proposals from both sides and with a view to enabling the Council to deliver on its mandate, we are making appropriate recommendations in ensuing paragraphs.

Procurement and Supply Officer (New Grade)

52.7 Both the staff side and Management pointed out that there is need to review the structure of the Procurement and Supply Cadre. Furthermore, the Bureau was apprised that renovation works of the museums and restoration of the antiques/exhibits are ongoing, resulting in the need of frequent procurement exercises such as launching of tenders.

52.8 While examining the Job Description Questionnaire of the grade of Assistant Procurement and Supply Officer at the MMC, it has been noted that the latter is currently performing duties of higher nature and reports to the Accounts Officer/Senior Accounts Officer in the performance of her duties. The Bureau has also observed that the scheme of service of the grade of Assistant Procurement and Supply Officer is not in line with recommendations made in the last review exercise.

52.9 Against this backdrop and given that there is need for segregation of duties between grades in the Finance and Procurement and Supply Sections, we consider that the Procurement and Supply Section should be reinforced with the creation of a supervisory level. We are recommending accordingly.

Recommendation 1

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

52.11 Incumbent in the grade would be required, among others, to: advise the Director General and Director on matters relating to procurement and supply management; flag non-compliance and misinterpretation of existing rules and regulations; be in charge of or assist in the organisation, supervision and management of the Procurement and Supply Section of the Council; and assist in formulating proposals to review procurement procedures for consideration by the Director General and Director.

52.12 We further recommend that the scheme of service of the grade of Assistant Procurement and Supply Officer should be amended to be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Gardener
formerly Gardener/Nursery Attendant

52.13 The Bureau was apprised that there is no nursery at the MMC. Hence, the appellation of Gardener/Nursery Attendant is a misnomer and is not in consonance with the duties devolving upon the incumbents in this grade. We are, thus, restyling it to a more appropriate appellation.

Recommendation 2

52.14 We recommend that the grade of Gardener/Nursery Attendant be restyled Gardener.

Senior Gardener (New Grade)

52.15 Given that the provision for the payment of a monthly allowance to the senior most Gardener *formerly Gardener/Nursery Attendant* has not been implemented, request was made by Union for the creation of a supervisory level to allocate and supervise the duties of the Gardener *formerly Gardener/Nursery Attendant*. Management was also agreeable thereto. We are, therefore, making appropriate recommendation based on functional need of such a level.

Recommendation 3

52.16 We recommend the creation of a grade of Senior Gardener. Appointment thereto should be made by promotion, on the basis of experience and merit, of employees in the grade of Gardener *formerly Gardener/Nursery Attendant* who reckon at least three years' service in a substantive capacity in the grade.

52.17 Incumbent would be required, *inter alia,* to: supervise the Gardeners *formerly Gardener/Nursery Attendants* and General Workers working on the premises of the MMC; perform the duties of Gardener, as and when required; be responsible for and to carry out sowing of seeds, potting and earth balling; supervise the delivery of plants/flowers/seedlings for ground maintenance and to keep proper record thereof; control the quality and quantity of top soil and other materials received; and to ensure that the gardens and yards of the museums are properly maintained and kept clean.

52. MAURITIUS MUSEUMS COUNCIL

SALARY SCHEDULE

MMC 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

MMC 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MMC 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener
formerly Gardener/Nursery Attendant

MMC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener (New Grade)

MMC 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Museum Attendant/Senior Museum Attendant
Office Auxiliary/Senior Office Auxiliary
formerly Office Attendant/Senior Office Attendant

MMC 6 : 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
formerly Driver/Office Attendant

MMC 7 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

MMC 8 : 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/Telephonist

52. MAURITIUS MUSEUMS COUNCIL (Contd)

MMC 9 : Rs 24545 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

Laboratory Auxiliary
formerly Laboratory Attendant
Salesperson

MMC 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 - 44960

Word Processing Operator (Personal)

MMC 11 : 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

MMC 12 : Rs 26345 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 - 46900

Museum Technician

MMC 13 : 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

MMC 14 : 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
Assistant Procurement and Supply Officer

MMC 15 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200

Senior Museum Technician

MMC 16 : 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

MMC 17 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer (New Grade)

MMC 18 : 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

Museums Public Relations Officer

52. MAURITIUS MUSEUMS COUNCIL (Contd)

MMC 19 : **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 - 62350**

Accounts Officer/Senior Accounts Officer

MMC 20 : **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**

Principal Museum Technician

MMC 21 : **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**

Office Superintendent

MMC 22 : **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**

Conservator
Curator
Museum Educator

MMC 23 : **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Administrative Secretary

MMC 24 : **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**

Director

MMC 25 : **Rs 130000**

Director General

53. MAURITIUS OCEANOGRAPHY INSTITUTE

53.1 Established as a body corporate to rationalise and coordinate oceanographic research and development activities, the Mauritius Oceanography Institute (MOI) operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries. Its objectives are, *inter alia*, to: foster interest in research and development in relation to oceanography; and advise Government on the formulation and implementation of policies and programmes in respect of oceanography and related aspects. To support the development of a sustainable blue economy through its scientific and technical capacity, the Institute has restructured its research agenda.

53.2 The Director who is at the helm of the organisation, is responsible for the execution of the policy of the Institute and for the control and management of its day-to-day activities. He is assisted in the exercise of his functions by a Deputy Director and officers of the Research Scientist Cadre as well as by an array of professional, technical and support staff.

53.3 Management and Union have proposed, among others, for the creation of a multitude of grades and restyling and upgrading of certain positions, including those of the Research Scientist Cadre. As acceding to the request would have not been technically correct, we refrained from so doing and parties were informed accordingly. Requests were also made for an enhancement in Conditions of Service; grant of 70% duty exemption facilities; payment of allowances; grant of an enhanced leave scheme to officers undertaking post-graduate research studies; and for a review of schemes of service.

53.4 After examining all the requests, we are reviewing the qualifications requirement of the grade of Documentation Officer; restyling the grades of Systems Administrator and IT Officer; and providing for the payment of an allowance to MOI staff to ensure the safety of scientific and technical staff at sea.

Documentation Officer

53.5 At present, a grade of Documentation Officer exists on a personal basis. Management requested the Bureau to provide for future recruitment thereto. After reassessing the grade based on the Job Description Questionnaire filled in by the incumbent and its scheme of service, we noted that the nature and level of duties performed do not warrant possession of a degree qualification. We are therefore reviewing the qualifications requirement of the grade and providing a future holder salary, in line with that obtains for similar positions in other Parastatal Bodies.

Recommendation 1

53.6 We recommend that, henceforth, appointment to the grade of Documentation Officer should be made by selection from among candidates possessing a Diploma in Library and Information Science or Information and Library Studies or an equivalent qualification.

Senior IT Analyst
formerly Systems Administrator

IT Analyst
formerly IT Officer

53.7 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades at the MOI with a view to harmonise the grade appellation across Parastatal Bodies. We are, therefore, restyling the grades of Systems Administrator and IT Officer to appropriate appellations.

Recommendation 2

53.8 We recommend that the grades of Systems Administrator and IT Officer be restyled to Senior IT Analyst and IT Analyst respectively.

53.9 We further recommend that the mode of appointment of the two grades as well as their duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Movement Beyond Top Salary

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

Allowance to ensure Safety at Sea

53.11 The Union represented that for every fieldwork, there is need for an officer having a minimum rescue qualification to be present to ensure safety of scientific and technical staff at sea during diving exercises. At present, a Technical Assistant/Senior Technical Assistant is carrying out this task and a request has been made for the latter to be paid an allowance. After examination, we are providing for extra compensation to the incumbent performing such duties.

Recommendation 3

53.12 We recommend that the MOI staff who is required to ensure the safety of scientific and technical officers at sea during diving exercises, should be paid an allowance of Rs 825 per dive subject to a maximum of Rs 12375 per month, provided the incumbent possesses a relevant qualification with respect to diving.

Diving Allowance

53.13 Scientific and technical staff of the MOI are eligible for the payment of a Diving Allowance every time they perform diving duties. The staff side have requested to revoke the ceiling of the number of dives in a month. After analysing the request, we consider that the ceiling of 15 dives is appropriate. We are therefore

maintaining the payment of the allowance whilst revising its quantum. The definition of 'diving' provided in the 2021 Report is also being replicated to ease implementation.

Recommendation 4

53.14 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 an allowance of Rs 765 per dive, subject to a maximum of Rs 11475 per month.

53.15 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/Incentive

53.16 A Sea Going Allowance is presently paid to scientific and technical staff who act as observers on board vessels in connection with scientific operations. Moreover, scientific and technical staff who stay on board vessel for a period of five consecutive days in connection with scientific operations are eligible for one day's rest. We are harmonising the payment of the allowance in line with what has been recommended in other quarters.

Recommendation 5

53.17 We recommend that scientific and technical staff who act as observers on board vessels in connection with scientific operations should be paid a Sea Going Allowance as hereunder:

(i) Rs 1155 per day if they are not eligible for overtime; and

(ii) those who are eligible for overtime, as below:

(a) one day's pay for working in the open sea for four hours up to 12 hours on working days.

(b) one and a half day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.

(c) one day's pay and one day off for working for four to 12 hours on Public Holidays and Sundays.

53.18 We further recommend that scientific and technical staff who stay 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)

53.19 An allowance is payable to officers of the Research Scientist Cadre to meet expenses towards their professional development. They are also granted special leave, subject to the exigencies of service, to enable them to take advantage of professional development programmes either locally or abroad. The present

arrangement is appropriate and is being maintained.

Recommendation 6

53.20 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 9240 annually, in order to meet expenses towards their professional development. This allowance is payable on presentation of documentary evidence and 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 the exigencies of service.

Consultancy Services

53.21 Staff of the MOI are currently allowed to provide Consultancy Services and the net income therefrom is shared between the staff concerned and Management. We are reiterating this provision.

Recommendation 7

53.22 We recommend that MOI staff should continue to 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

53.23 Presently, officers in a professional level or above, holding a PhD Degree and who are effectively involved in research activities on a regular basis are granted enhanced pension benefits. This provision is being maintained on a personal basis.

Recommendation 8

53.24 We recommend that officers in a professional level or above, in post as at 31 December 2025, who as at that date possessed a PhD Degree recognised by the Board and who are effectively engaged in research activities on a regular basis, should be eligible, on a personal basis, for four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months.

53. MAURITIUS OCEANOGRAPHY INSTITUTE

SALARY SCHEDULE

MOI 1 : Rs 30265

Safety and Health Officer (Part-time)

MOI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MOI 3 : 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
formerly Driver/Office Attendant

MOI 4 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

MOI 5 : Rs 24545 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

Laboratory Auxiliary
formerly Laboratory Attendant

MOI 6 : 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

Front Desk Officer

MOI 7 : 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
formerly Clerical Officer/Higher Clerical Officer

MOI 8 : 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

MOI 9 : 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
Assistant Procurement and Supply Officer

MOI 10 : Rs 26345 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 - 46900 x 1050 - 49000 x 1100 - 52300

Technical Assistant/Senior Technical Assistant

53. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

MOI 11 : 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

MOI 12 : 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
Procurement and Supply Officer

MOI 13 : 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

MOI 14 : 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 - 58850

Internal Audit Officer/Senior Internal Audit Officer
formerly Internal Control Officer/Senior Internal Control Officer

MOI 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

Human Resource Officer/Senior Human Resource Officer

MOI 16 : 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

Documentation Officer (Future Holder)
Plant and Maintenance Officer

MOI 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 - 67900

Technical Officer/Senior Technical Officer
formerly Technical Officer

MOI 18 : 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

Administrative Secretary
Public Relations Officer

53. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

MOI 19 : 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

Associate Research Scientist
Documentation Officer (Personal)
IT Analyst
formerly IT Officer

MOI 20 : 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 - 86750

Accountant/Senior Accountant

MOI 21 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Research Scientist
Senior IT Analyst
formerly Systems Administrator

MOI 22 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager

MOI 23 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Principal Research Scientist

MOI 24 : Rs 114000 x 4000 - 126000

Deputy Director

MOI 25 : Rs 162000

Director

54. MAURITIUS QUALIFICATIONS AUTHORITY

54.1 The Mauritius Qualifications Authority (MQA) is a body corporate operating under the *aegis* of the Ministry of Education and Human Resource. It is the guardian of the National Qualifications Framework (NQF) and is responsible to ensure compliance with provisions for registration and accreditation of training institutions. It also recognises and evaluates qualifications for the purpose of establishing their equivalence in the Technical and Vocational Education and Training (TVET) sector. Additionally, it recognises and validates competencies acquired outside the formal education and training systems.

54.2 As a regulatory body, the MQA is involved in the evaluation of local and foreign qualifications and in the development and review of national qualifications in different sectors of the economy. The implementation of the Recognition of Prior Learning (RPL) has been a major landmark in the achievements of the Authority and has proved to be an invaluable asset in the reintegration of skilled workers into the education and training system. In the international arena, the MQA focuses on the implementation of the SADC Qualifications Framework and works in close collaboration with international organisations such as UNESCO and ILO.

54.3 A Director is responsible for the control and management of the day-to-day business of the Authority and for the execution of the policy of the Board. The post is presently vacant and an Officer-in-Charge is, therefore, overseeing the activities of the organisation. The latter is supported in the discharge of his functions by officers in administrative and technical grades as well as staff of the General Services and employees in the Workmen's Group.

54.4 For this review exercise, both Management and Union have, among others, requested for the creation of grades to strengthen the structure of the different units, restyling of grades, and an upward review of salaries of certain positions. Proposals were also made for a review of the mode of appointment of certain grades so that same be filled from serving officers.

54.5 Based on the present structure, the proposals made do not satisfy the criteria so as to be favourably considered. In the circumstance, we are not bringing any change thereto. However, should the need for new level(s) arise after the Report, Management may submit its request through established procedures.

54. MAURITIUS QUALIFICATIONS AUTHORITY
SALARY SCHEDULE

MQA 1 : 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
formerly Driver/Office Attendant

54. MAURITIUS QUALIFICATIONS AUTHORITY (Contd)

MQA 2 : **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

MQA 3 : **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
Clerk/Word Processing Operator

MQA 4 : **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

MQA 5 : **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

MQA 6 : **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

MQA 7 : **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Human Resource Officer
Procurement and Supply Officer

MQA 8 : **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
formerly Higher Executive Officer

MQA 9 : **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
Information and Documentation Officer
Public Relations Officer

MQA 10 : **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**

Accounting Technician

54. MAURITIUS QUALIFICATIONS AUTHORITY (Contd)

MQA 11 : 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

Legal Officer

MQA 12 : 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
Internal Auditor

MQA 13 : 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

MQA 14 : 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 - 86750

Accountant/Senior Accountant
Accreditation Officer
Administrative Officer

MQA 15 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Manager
Manager, Corporate Services

MQA 16 : Rs 118000 x 4000 - 130000

Deputy Director

MQA 17 : Rs 150000

Director

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)

56. MAURITIUS RENEWABLE ENERGY AGENCY

56.1 The Mauritius Renewable Energy Agency Act 2015, provides for the establishment of the Mauritius Renewable Energy Agency (MARENA) as a body corporate to oversee and promote the development of renewable energy in Mauritius. It is mandated to ascertain the 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.

56.2 As stipulated in its Act, the objectives of the MARENA are, *inter alia*, to: 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; increase the share of renewable energy in the national energy mix; share information and experience on renewable energy research and technology; and foster collaboration and networking at regional and international levels, with institutions promoting renewable energy.

56.3 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, a Chief Executive Officer has been employed on contract and is assisted by incumbents on contractual employment in different positions.

56.4 In the previous Report, provision was made for the creation of a few grades on the establishment of the MARENA. During consultative meeting, the Bureau has been apprised that all these grades are still vacant pending the prescription of their respective scheme of service.

56.5 Initially, the Agency submitted a request to the Standing Committee on Creation of Grades for the establishment of several new grades. In response, the Committee recommended that all proposals from the MARENA be addressed to the Bureau for consideration in this current review exercise.

56.6 After examination of all requests along with their implications, the Bureau is making its recommendations, which aim to support the Agency's strategic objectives effectively.

Chief Executive Officer (New Grade)

Recommendation 1

56.7 We recommend the creation of a grade of Chief Executive Officer. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in the field of Engineering or Science or Economics or Energy related area or an equivalent qualification and reckoning at least eight years' post-qualification experience in a managerial position.

56.8 The Chief Executive Officer would, *inter alia*, be responsible for: the execution of the policy of the Board; the control and management of the day-to-day business of the Agency; developing the strategy for the implementation of the Agency's functions in all relevant thematic areas; the preparation of annual work programme and budget plan of the Agency; and coordinating the activities of the Agency with other relevant national, regional and international institutions.

Engineer/Senior Engineer (New Grade)

Recommendation 2

56.9 We recommend the creation of a grade of Engineer/Senior Engineer. Appointment thereto should be made by selection from among candidates who are registered as a Professional Engineer in the field of Electrical or Electronic or Mechanical or Electrical and Electronic or Civil or Chemical or Chemical and Environmental Engineering with the Council of Registered Professional Engineers of Mauritius and reckon at least two years' post-registration experience in engineering works related to sustainable renewable energy.

56.10 Incumbent would, among others, be responsible to the Chief Executive Officer to: advise on matters related to renewable energy; prepare technical specifications, cost estimates, bid documents, bids evaluation and award of contract; advise on terms of reference for appointment of Consultants; guide, supervise and coordinate the assignments of officers of the Agency; ensure compliance with the provisions of renewable energy regulations and quality management systems; liaise with client Ministries, Departments and other stakeholders for the coordination and execution of works and for the inclusion of best practices of renewable energy technologies; and train and coach staff working under his responsibility.

Research Development Officer/Senior Research Development Officer (New Grade)

Recommendation 3

56.11 We recommend the creation of a grade of Research Development Officer/Senior Research Development Officer against abolition of the 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 Economics or Econometrics or an equivalent qualification and reckoning at least three years' post-qualification experience in energy/renewable energy sector or related areas.

56.12 Incumbent would be required, *inter alia*, to: keep up-to-date with research/policy developments and assist in the preparation of technical, policy and strategy papers; undertake and manage research/surveys; write research proposals and carry out research needs analysis; search and retrieve information from various sources using a variety of qualitative and quantitative research methods; liaise with stakeholders, researchers and relevant organisation locally and overseas; and participate in the execution of strategic plans for the renewable energy.

IT Analyst (New Grade)

Recommendation 4

56.13 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties to be performed should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Accounting Technician (New Grade)

Recommendation 5

56.14 We recommend the creation of a grade of Accounting Technician. Appointment thereto and movement beyond Qualification Bar should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

56.15 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.

Legal Support Officer (New Grade)

Recommendation 6

56.16 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 together with two years' relevant experience in the legal field.

56.17 Incumbent would, among others, be required to: examine and ascertain that all documents and applications submitted either manually or electronically comply with the various laws under the purview of the Agency; assess and ensure that fee, whenever required, are properly levied on documents; follow up with conformity assessment bodies on matters pertaining to compliance provisions as per the MARENA Act; assist the CEO in taking any appropriate action in respect of any non-compliance under the various legislation administered by the Agency; follow up on judicial action against defaulting entities until final determination; and effect site visits at any registered offices or/and business premises to ensure compliance with the relevant legislation.

Confidential Secretary (New Grade)

Recommendation 7

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

56.19 Incumbent would, *inter alia*, be required to: arrange appointments and deal with enquiries; maintain a systematic filing system for easy retrieval and safekeeping of documents; make travel arrangements and manage the diary of the Chief Executive Officer of the Agency; make telephone calls and screen incoming calls and determine the course of action required for satisfactory disposition; take messages and facilitate the process of communication between relevant stakeholders; and perform word processing and telex/telefax duties and simple computer/data processing work and operate email services.

Accounts Clerk (New Grade)

Recommendation 8

56.20 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.

56.21 Incumbent would be required, among others, to: ensure that all financial transactions are properly accounted for in accordance with basic principles of Financial Management; ensure that all financial transactions are correctly recorded and comply with established rules and regulations; prepare pay sheets, vouchers and cheques and despatch 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.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 9

56.22 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.

56. MAURITIUS RENEWABLE ENERGY AGENCY

SALARY SCHEDULE

MAR 1 : 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
formerly Driver/Office Attendant

MAR 2 : 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

56. MAURITIUS RENEWABLE ENERGY AGENCY (Contd)

MAR 3 : 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)
Assistant Procurement and Supply Officer (New Grade)

MAR 4 : 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 (New Grade)

MAR 5 : 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

Administrative Assistant
Legal Support Officer (New Grade)

MAR 6 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician (New Grade)

MAR 7 : 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

IT Analyst (New Grade)

MAR 8 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Research Development Officer/Senior Research Development Officer (New Grade)

MAR 9 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer (New Grade)

MAR 10 : Rs 138000

Chief Executive Officer (New Grade)

57. MAURITIUS RESEARCH AND INNOVATION COUNCIL

57.1 The Mauritius Research and Innovation Council (MRIC), set up in September 2019 as a body corporate, operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. It took over the functions of the defunct Mauritius Research Council. It acts as the apex body in advising the Government on matters relating to applied research, innovation, and research and development issues. The Council is required, among others, to: foster a research, innovation and entrepreneurship culture; encourage the development and application of advanced and innovative technology to meet the needs of industries; and enhance private sector participation in research and development including innovation. Further to an amendment of its Act in July 2021, its mandate has been extended to require the Council to conduct research on identified national priority thrust areas in order to strengthen the Mauritian research ecosystem.

57.2 An Executive Director acts as the chief executive officer of the Council. Incumbent is responsible for the execution of policy and its day-to-day business and is assisted in the performance of his duties by a complement of staff in professional, technical and support grades.

57.3 For this review exercise, Management and the staff side requested, *inter alia*, for the abolition of grades that would no longer be required at the MRIC; creation of grades to reinforce the structure of the IT department; merger of a few grades; upgrading of salary of certain positions; and restyling of grades. A few of these requests could not be acceded to in view of technical impediments and parties were informed accordingly.

57.4 As regards Conditions of Service, proposals were made for staff of the Council to be allowed to provide consultancy services and to be granted mileage allowance and 70% duty exemption facilities; and modalities for flexitime to be set to enable its implementation. The Bureau informed the parties that implementation issues rest upon Management and the MPSAR and that certain requests need to be looked into administratively by Management.

57.5 During meeting with Management, the Bureau was apprised that the provision made in the 2021 PRB Report regarding the integration of employees of the ex-MRC in the new set up was still under process, while the schemes of service of certain grades at the ex-MRC and new grades on the establishment of the MRIC have been prescribed.

57.6 With respect to the above prescription exercise, the Bureau considers that appropriate procedures have not been followed, as the proposed scheme of service should have been forwarded to the MPSAR. The latter is the body responsible for the finalisation of the framing of scheme of service, particularly when an integration exercise of the employees of the ex-MRC on the establishment of the MRIC is also concerned. In this respect, the relevant

stakeholders have been made aware that appropriate procedures in prescribing schemes of service should be adhered to. Hence, Management was urged to expedite the integration exercise.

57.7 For this review, we are, consolidating the structure of the IT department with the creation of the grades of IT Analyst and Graphic/Web Designer, abolishing vacant posts and maintaining existing provisions.

IT Analyst (New Grade)

57.8 Management has submitted that with the reinforced role of the Council in driving innovation as per the MRIC Act, it is crucial that the department is able to respond to its diverse clients' base, who are expectant of innovative solutions, security and confidentiality of information. To this effect, they requested for the creation of a grade of Systems Analyst. On the basis of functional needs, we are providing for a grade of IT Analyst in line with what has been recommended in other Parastatal Bodies.

Recommendation 1

57.9 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Graphic/Web Designer (New Grade)

57.10 The IT department is responsible for the development of graphics, videos, webpages and other online publications which are required for various schemes and projects. Given that there is currently no dedicated grade to perform these duties, Management requested for the creation of a grade of Graphic/Web Designer. In the light of the submissions, we are acceding to the request to cater for these specific duties.

Recommendation 2

57.11 We recommend the creation of a grade of Graphic/Web Designer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Graphic Design or Communication Graphic or an equivalent qualification and reckoning at least three years' post-qualification experience in graphic design.

57.12 Incumbent would report to the IT Manager and be required *inter alia,* to: conceptualise and design a wide range of print and digital materials; deliver on-trend designs, come up with on-brand creative ideas; create and edit audio/video web contents for projects, events and social media content; update websites with content and events; develop different templates through software tools; keep abreast of industry trends, user experience and best practices; and carry out recording during the Council's events and site visits as and when required.

Consultancy Services

57.13 Currently, staff of the MRIC are allowed to provide consultancy services and the net income is distributed between the consultancy team and the MRIC. Since this arrangement is appropriate, we are maintaining it.

Recommendation 3

57.14 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

57.15 Officers of the MRIC in a professional level or above, holding a PhD Degree and who are effectively engaged in research activities are granted enhanced pension benefits. We are maintaining this provision on a personal basis.

Recommendation 4

57.16 We recommend that officers in a professional level or above, in post as at 31 December 2025, who as at that date possessed a PhD Degree and who are effectively engaged in research activities on a regular basis, should be eligible, on a personal basis, for four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months.

Abolition of Grades

57.17 Presently, grades at the defunct Mauritius Research Council (ex-MRC) exist on a personal basis. Further to information received from Management that certain posts are vacant, we are providing for their abolition.

Recommendation 5

57.18 We recommend that the grades of Safety and Health Officer (Part-Time) (Personal), Clerk/Word Processing Operator (Personal), Research Support Officer (Personal), IT Technician/Senior IT Technician (Personal), Public Relations and Communication Officer (Personal), Statistician (Personal), Resource Officer (Personal), Research Officer (Personal), Business Services Manager (Personal) and Programme Director (Personal) at the ex-MRC be abolished.

57. MAURITIUS RESEARCH AND INNOVATION COUNCIL

SALARY SCHEDULE

MRIC 1 : 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 Procurement and Supply Officer

MRIC 2 : 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

Graphic/Web Designer (New Grade)

MRIC 3 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

MRIC 4 : 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

IT Analyst (New Grade)

MRIC 5 : 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

Administrative and HR Manager

MRIC 6 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager

MRIC 7 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Finance Manager

EX-MAURITIUS RESEARCH COUNCIL

MRC 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Office Attendant (Personal)

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 (Personal)
Driver/Office Attendant (Personal)

EX-MAURITIUS RESEARCH 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

Technician/Driver (Personal)

MRC 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

Receptionist/Word Processing Operator (Personal)

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 (Personal)

MRC 6 : 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 (Personal)

MRC 7 : 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 (Personal)
Procurement and Supply Officer (Personal)

MRC 8 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400

Office Management Assistant (Personal)

MRC 9 : 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

Administrative Officer (Personal)
Research Assistant (Personal)

MRC 10 : 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

Accountant (Personal)
Project Monitoring Officer (Personal)

MRC 11 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Systems Administrator (Personal)

MRC 12 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Research Officer (Personal to officers in post as at 06.05.19)

EX-MAURITIUS RESEARCH COUNCIL (Contd)

MRC 13 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Research Coordinator (Personal)

MRC 14 : Rs 206000

Executive Director (Personal to holder in post as at 31.12.15)

58. MAURITIUS SOCIETY FOR ANIMAL WELFARE

58.1 Set up as a body corporate by the Animal Welfare Act No. 19 of 2013, the Mauritius Society for Animal Welfare (MSAW) operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries. It has as objects to promote the welfare and good treatment of animals; prevent cruelty to animals; be responsible for the control, catching and disposal of dogs and cats; and implement such project or programme related to the welfare, protection or control of animals.

58.2 The MSAW is headed by a Director who is responsible for its control and day-to-day management. He is assisted in his functions by officers in professional and technical fields as well as employees in the Workmen's Group. Some officers also serve the organisation on a contractual basis.

58.3 In the context of this Report, requests emanating from Management concern the creation of an array of grades on the establishment of MSAW and restyling of a few grades. In the absence of sufficient functional justifications, the requests were not acceded to. In relation to the creation of a grade of Safety and Health Officer on a part time basis, the MSAW is advised to avail of the services of a Safety and Health Officer/Senior Safety and Health Officer from the MPSAR in line with recommendation made in the Chapter on Observations and General Provisions of this Volume.

58.4 All the proposals were examined and on the basis of operational needs, we are reinforcing the organisation structure of MSAW with the creation of the grades of Administrative Assistant, Confidential Secretary, Senior Animal Control and Enforcement Officer and Assistant Procurement and Supply Officer. In addition, the grades of Finance and Administrative Officer, Veterinary Assistant Grade I and Veterinary Assistant Grade II being outside the salary framework of the Bureau have been made evanescent and the grades of Administrative Assistant, Senior Nursing Assistant (Animal) and Nursing Assistant (Animal) have been provided in lieu thereof.

58.5 It is observed that the current salary scales of different grades serving at the MSAW are not within the structure of the Bureau given that previously the organisation was not governed by the recommendations of the PRB Report. Hence, the salary points of the employees cannot be converted appropriately in the 2026 Master Salary Conversion Table. For the proper conversion of the salaries of its employees, the MSAW should submit a request to the Bureau with details such as basic salary drawn and additional remuneration (as applicable) as at 31 December 2025 as well as the salary and additional remuneration that they would be eligible for as from 01 January 2026 based on the last salary Report.

Administrative Assistant (New Grade)

Recommendation 1

58.6 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 or an equivalent qualification and reckoning at least two years' experience in administrative and office management activities.

58.7 Incumbent would be required, among others, to assist in the day-to-day management of the Society; act as Secretary to the Council 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; deal with administrative and personnel matters and prepare reports; assist in the preparation of staff development programmes and promotion of staff welfare; draft and process schemes of service; and participate in the planning and launching of official functions and welfare activities, as and when required.

Confidential Secretary (New Grade)

Recommendation 2

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

58.9 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.

Senior Animal Control and Enforcement Officer (New Grade)

Recommendation 3

58.10 We recommend the creation of a grade of Senior Animal Control and Enforcement Officer. Appointment thereto should be made by selection from among officers in the grade of Animal Control and Enforcement Officer reckoning at least four years' service in a substantive capacity in the grade.

58.11 Incumbent would be required, among others, to train, supervise and coordinate the work of junior staff; be responsible for investigation of complaints regarding the welfare of a wide range of animals as well as thorough and accurate

documentation of incidents and participation in prosecutorial proceedings; direct and manage operations which may include animal control, animal rescue or cruelty investigation functions; enforce law and impound animals; and submit reports.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 4

58.12 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.

58. MAURITIUS SOCIETY FOR ANIMAL WELFARE

SALARY SCHEDULE

MSAW 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MSAW 2 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Handy Worker (Roster)

MSAW 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160

Animal Handler
Nursing Assistant (Animal)

MSAW 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

MSAW 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Driver (Roster)
Tradesman

MSAW 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Veterinary Assistant Grade II (Personal)

MSAW 7 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Senior Nursing Assistant (Animal)

58. MAURITIUS SOCIETY FOR ANIMAL WELFARE (Contd)

MSAW 8 : **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

MSAW 9 : **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 - 45930**

Veterinary Assistant Grade I (Personal)

MSAW 10 : **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
Hospital Clerk

MSAW 11 : **Rs 26345 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 - 46900**

Animal Control and Enforcement Officer

MSAW 12 : **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 Procurement and Supply Officer (New Grade)
Finance and Administrative Officer (Personal)

MSAW 13 : **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 - 51200**

Senior Animal Control and Enforcement Officer (New Grade)

MSAW 14 : **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 (New Grade)

MSAW 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**

Administrative Assistant (New Grade)

MSAW 16 : **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**

Veterinary Officer

MSAW 17 : **Rs 118000 x 4000 - 130000**

Director

59. MAURITIUS SOCIETY OF AUTHORS

59.1 Since its foundation under the provision of the Copyright Act 1986, the Mauritius Society of Authors (MASA) under the *aegis* of the Ministry of Arts and Culture has been dealing with the administration of the economic rights in the field of music only. The administration of other sets of rights as provided in the Copyright Act *inter alia* reprography, related rights and private copying have not yet been implemented.

59.2 The Society achieves its objectives by delivering its services through five Sections comprising the Membership and Repertoire; Licensing; Distribution; Administration; and Finance. The Director who is at the helm of the organisation, is responsible for its day-to-day activities and is supported by a complement of staff belonging to the professional, technical, general services and employees in the Workmen's Group.

59.3 Proposals were received from Management only. These were centred on restyling the grade of Director and strengthening the existing organisational structure through the creation of a few additional levels. A request was also made to include the element of rotation to different Units/Sections in the scheme of service of the grade of Membership and Repertoire Officer. Management was, however, informed that amendment to schemes of service should be dealt with administratively, after consultation with relevant stakeholders. As regards restyling of the grade of Director, we are maintaining the present appellation which is in line with Section 42 (2) (a) of the Copyright Act 2014.

59.4 A proposal was equally made for the creation of a grade of Senior Officer/Lead Licensing Officer in line with the award of the Employment Relations Tribunal in the case of Arthur v/s Rights Management Society, now MASA. The Standing Committee on Creation of Grades did not recommend its creation.

59.5 Based on the organisational requirement and for the smooth functioning of the MASA, we are, in this Report, providing some new positions as well as restyling existing grades in the General Services Cadre.

Administrative Secretary (New Grade)

59.6 Given that the administrative functions of the MASA are expanding, Management has submitted that there is need for a full-time position to carry out these functions as well as to act as Secretary to the Board. We are making provision for a new level.

Recommendation 1

59.7 We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Administration or an equivalent qualification and reckoning at least three years' post-qualification experience in Administration/Management.

59.8 Incumbent would, among others, be responsible for the proper administration of the Society; assist in the formulation and maintenance of proper administrative procedures; follow up decisions taken by the Board; deal with the legal advisors and arrange for the drafting of legal documents and agreements as directed; attend to audit queries; and act as Secretary to the Board.

ICT Technician (New Grade)

59.9 With respect to its documentation system, the MASA needs to comply with international standards. Currently, the distribution exercise is carried out on the Copyright Societies Information System Network (CoSIS.NET) wherein the whole documentation of the Society is uploaded. In view of its technical aspects, the need for a new level to maintain the software on network stations and servers in addition to performing troubleshooting duties is felt. Hence, the Bureau is providing for a grade of ICT Technician.

Recommendation 2

59.10 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 an equivalent qualification.

59.11 Incumbent would, *inter alia*, be required to 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.

Confidential Secretary (New Grade)

59.12 Management submitted that there is need for a specific grade to provide secretarial functions to the Director. The request is justified and we are providing for a level to ease the effective delivery of services.

Recommendation 3

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

59.14 Incumbent would, among others, be required to: arrange appointments, receive visitors and deal with enquiries; take messages and facilitate communications; 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 are honoured; and ensure proper arrangements are made for the organisation of meetings.

Assistant Financial Operations Officer (New Grade)

59.15 The activities of the Finance Section include preparing invoices for collection of copyright fees from users of music as well as preparing reports on collection of fees, among others. The Section is staffed with the grades of Accountant and Financial Operations Officer. In view of the rise in the volume of activities of the Finance Section, Management has requested for a grade of Assistant Financial Operations Officer to assist in the tasks devolving on the Section. Upon examination, the Bureau considers that this new level would contribute significantly in improving the efficiency of the Section. We are recommending in that direction.

Recommendation 4

59.16 We recommend the creation of a grade of Assistant Financial Operations 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.

Assistant Procurement and Supply Officer (New Grade)

59.17 Management has stressed on the need for the creation of a grade of Assistant Procurement and Supply Officer to handle procurement matters in view of its increasing procurement activities. In a bid to strengthen the Unit to deal with its procurement functions, we are providing a support grade.

Recommendation 5

59.18 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.

Licensing Officer

59.19 Pursuant to the new development in the Copyright and Related Rights Landscape, Management requested for the creation of the grades of Licensing Officer, Senior Licensing Officer and Head Licensing Officer. After perusal of the request, the Bureau deems it relevant to reinstate the grade of Licensing Officer which was made personal but with reviewed qualifications requirement and duties.

Recommendation 6

59.20 We recommend that the grade of Licensing Officer be reinstated. Appointment thereto should, henceforth, be made by selection from among serving officers of the Mauritius Society of Authors possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the GCE "Advanced Level" or an equivalent qualification. In the absence of qualified serving officers, appointment to the grade should be made from among candidates possessing the aforementioned qualifications.

59.21 Incumbent would be required, *inter alia*, to: be responsible for the day-to-day processing, issue and renewal of licences; look into matters relating to licensing applications/requests from users to musical works, digital content and other protected content; maintain and update the licensing register; provide guidance to rights users regarding their obligations under Copyright Law and MASA's licensing framework; assist in the promotion of MASA's licensing services; and liaise with the Copyright Enforcement Unit.

Office Management Assistant
formerly Senior Officer (MASA)

59.22 In examining the newly submitted Job Description Questionnaires of the grade of Senior Officer (MASA), the Bureau observed that its duties are more or less akin to that of the grade of Office Management Assistant. For the sake of harmonisation across Parastatal Bodies, we are restyling this grade whilst enlarging its duties.

Recommendation 7

59.23 We recommend that the grade of Senior Officer (MASA) be restyled Office Management Assistant.

59.24 In addition to the existing set of duties recommended for the grade of Senior Officer (MASA) in the 2008 PRB Report, incumbent in the grade of Office Management Assistant *formerly Senior Officer (MASA)* would also be required, *inter alia*, to: manage and ensure safekeeping of official records; supervise the retrieval and disposal of office records within established guidelines; give assistance in the processing of audit queries related to financial and human resource issues; provide advice and information on matters relating to general administration, human resource management, finance and procurement and supply; and ensure that stock checking programmes are maintained and that inventory tallies with the supply system records. **All these elements have been taken into consideration in arriving at the recommended salary for the grade.**

59. MAURITIUS SOCIETY OF AUTHORS

SALARY SCHEDULE

MASA 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
formerly Office Attendant

MASA 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
formerly Driver/Office Attendant

59. MAURITIUS SOCIETY OF AUTHORS (Contd)

MASA 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/Telephonist

MASA 4 : 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

Licensing Officer
Management Support Officer
formerly Management Support Officer (MASA)

MASA 5 : 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 (New Grade)
Assistant Procurement and Supply Officer (New Grade)

MASA 6 : 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 (New Grade)

MASA 7 : 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
Membership and Repertoire Officer

MASA 8 : 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
formerly Senior Officer (MASA)

MASA 9 : 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)

MASA 10 : 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

Administrative Secretary (New Grade)

MASA 11: 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

Accountant

59. MAURITIUS SOCIETY OF AUTHORS (Contd)

MASA 12: Rs 130000

Director

60. MAURITIUS SPORTS COUNCIL

60.1 Operating under the *aegis* of the Ministry of Youth and Sports, the Mauritius Sports Council (MSC) is a body corporate set up under the Sports Act 2016.

60.2 The MSC oversees the maintenance of various sports facilities, and implements programs aimed at enhancing the physical and mental wellbeing of citizens. It also provides a series of sports activities for the children, youth and elderly persons via the Active Mauritius. Presently, the MSC manages five swimming pools, four Outdoor Education and Recreation Centres, Multi-Use Game Areas (MUGA) and the National Badminton Centre. Additionally, it is responsible for the maintenance of sports infrastructures as entrusted by the parent Ministry.

60.3 As stipulated in its Act, the administration and management of the Council is vested in the Board. Support functions are provided by an Accountant/Senior Accountant, Human Resource Officer/Senior Human Resource Officer, Accounts Clerk, Clerk/Word Processing Operator, Receptionist/Telephone Operator and employees in the Workmen's Group.

60.4 During consultations, the staff side, *inter alia*, requested for the restyling of the grade of Handy Worker; and provision of some allowances and facilities to the employees of the MSC. They also proposed that the Handy Workers be placed under Health Surveillance and adequate protective clothing/equipment be provided to them. The proposals of Management were geared towards the creation of several grades such as Human Resource Management Officer, Finance Officer and Administrative Assistant, among others. Appropriate explanations were provided to each stakeholder on their requests.

60.5 To allow the MSC to continue with its efforts in enhancing physical health and wellbeing of the population, we are, in this Report, strengthening the structure of the MSC with the creation of some grades.

ICT Technician (New Grade)

60.6 In view of the expansion of the projects at the MSC, a request was submitted to the Standing Committee on Creation of Grades for a grade of IT Support Officer. On the basis that the Bureau had already embarked on its forthcoming Report, the request was kept in abeyance to be considered in this Report.

60.7 We have studied the proposal and consider that the new grade would enable the MSC to provide assistance on issues pertaining to IT. We are, therefore, making an appropriate recommendation.

Recommendation 1

60.8 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.

60.9 Incumbent would be required, *inter alia*, to: be responsible for the day-to-day running of the IT section and the coordination of all activities; implement, support and maintain the IT System at the MSC; install and configure hardware and common pc-related software; provide preventive measures and technical support; develop small computer programmes for end users and provide appropriate training to the employees of the Council, as and when required; and be responsible for the updating and maintenance of the website of the Council.

Safety and Health Officer (Part-time) (New Grade)

60.10 In the context of this Report, Management requested for the creation of a grade of Safety and Health Officer/Senior Safety and Health Officer to ensure safety of users and compliance with regulations. Currently, there are some 200 officers on the establishment of the MSC and some 800 officers on contractual basis. Furthermore, it has been submitted that the usage of the facilities under the responsibility of the MSC has increased over the years, including programmes under the Active Mauritius.

60.11 We consider that based on the staff strength of the organisation, nature of duties undertaken at the MSC and number of users having access to the facilities/programmes provided by the Council, there is need for a Safety and Health Officer to deal with health and safety issues at the MSC. We are, therefore, recommending accordingly.

Recommendation 2

60.12 We recommend the creation of a grade of Safety and Health Officer (Part-time). Appointment thereto should be made by selection from among candidates possessing a Diploma in Occupational Safety and Health or Occupational Safety and Health Management or an equivalent qualification.

60.13 Incumbent would be, among others, required to: inspect all places of work under the MSC; assess all risks and make recommendations thereon; facilitate compliance with legislation related to occupational safety and health in the MSC; 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 legislations.

Accounts Officer (New Grade)

60.14 Currently, the grades of Accounts Clerk and Accountant/Senior Accountant exist on the establishment of the MSC. Management requested for a grade to manage the growing financial responsibility of the organisation and to oversee financial planning and budgeting.

60.15 In the given circumstance, we consider that there is need for a grade to supervise the Accounts Clerk and provide support to the Accountant/Senior Accountant in

managing the funds of the Council. We are, therefore, making provision for a grade of Accounts Officer.

Recommendation 3

60.16 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.

60.17 Incumbent would be required, among others, to: compile schedules and information required for the preparation of statutory reports, annual estimates, final accounts and other reports, as required; control and discharge expenditures and payments in compliance with regulations; maintain a proper system of accounting to guard against irregularity and fraud; and attend to audit queries on financial issues, provide materials for proper reply and take corrective measures, as directed.

Procurement and Supply Officer (New Grade)

60.18 The MSC submitted a request to the Standing Committee on Creation of Grades for grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer. However, given that the Bureau had already embarked on its upcoming Report, the request was kept in abeyance to be examined by the Bureau.

60.19 In view of the growing activities of the MSC, we are providing for a grade of Procurement and Supply Officer at the MSC.

Recommendation 4

60.20 We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto should be made by selection from among candidates possessing Cambridge Higher School Certificate together with 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.

60.21 Incumbent would be required to, *inter alia*: advise Management on procurement and supply operations; manage and monitor all transactional procurement; ensure timely preparation of procurement plans for projects and monitor their implementation; 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 Accounting Officer; perform procurement, warehousing and stock control operations; and maintain updated records of transactions in compliance with regulations in force.

Human Resource Officer/Senior Human Resource Officer

60.22 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 Chapter on Observations and General Provisions of this Volume.**

Handy Worker

60.23 Both the staff side and Management requested for the creation of a grade of Handy Worker (Skilled). Given that the grade of Handy Worker (Skilled) requires higher qualification, the request is not being acceded to. We, however, re-iterate that Management should prescribe the scheme of service of the grade of Handy Worker in line with what obtains in the Civil Service.

60.24 Representations were also received from Union that Handy Workers are not provided with appropriate protective clothing/equipment on time. The Bureau was informed that this issue has already been addressed administratively.

60. MAURITIUS SPORTS COUNCIL

SALARY SCHEDULE

MSC 1 : Rs 30265

Safety and Health Officer (Part-time) (New Grade)

MSC 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MSC 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

MSC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

MSC 5 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

60. MAURITIUS SPORTS COUNCIL (Contd)

MSC 6 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Electrician
Mason
Plumber and Pipe Fitter
Welder

MSC 7 : 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

MSC 8 : 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

MSC 9 : 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

MSC 10 : 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)

MSC 11 : 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

MSC 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 x 1750 - 60600

ICT Technician (New Grade)

MSC 13 : 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 - 86750

Accountant/Senior Accountant

61. MAURITIUS STANDARDS BUREAU

61.1 The Mauritius Standards Bureau (MSB) is a body corporate established under the MSB Act 1993 and operates under the *aegis* of the Ministry of Industry, SME and Cooperatives. It is the national standards body and the Government agency for conformity assessment services. Its objectives are to, among others: promote and encourage standardisation as well as quality assurance in industry and trade; prepare, frame, amend and revise standards; control the use of the mark; and assess management systems and control such systems.

61.2 A Director is responsible for the control and management of the day-to-day activities of the organisation. The latter is assisted by a Deputy Director and officers in the professional and technical grades. Officers of the General Services grades and employees of the Workmen's Group provide support at all levels.

61.3 Representations from the Union focussed on upgrading of the qualifications requirement of the grades of Internal Auditor and Technical Assistant along with a general request on travelling. Management, on the other hand, requested the creation of a few dedicated grades to reinforce different Sections of the organisation; restyling of grades; and upgrading the qualifications requirement and duties of some positions, along with their salary scale.

61.4 All the representations were examined and discussed lengthily during meetings with each stakeholder. Appropriate explanations were given to both Union and Management on certain requests which could not be acceded to. Additionally, grades have been re-assessed based on the latest Job Description Questionnaires. As regards the proposal for upgrading the position of Financial Manager, same has also been studied in light of the scope of activities of the MSB and the responsibilities devolving upon the grade.

61.5 We are reinforcing the current structure of the organisation with the creation of additional levels.

Internal Auditor/Senior Internal Auditor (New Grade)

61.6 At present, there is an evanescent grade of Internal Auditor on the establishment of the MSB which is recruited from candidates possessing the Skills Modules of the Fundamentals Level of the Association of Chartered Certified Accountant (ACCA), among others. Both Union and Management expressed the continued need of this grade and requested for an upgrading of its qualifications requirement.

61.7 In view of the increased complexity of operations and financial management, there is need to investigate, monitor and assess, on a periodic basis, all the equipment of the laboratories of the MSB. We are, thus, making provision for a grade of Internal Auditor/Senior Internal Auditor with the right qualifications.

Recommendation 1

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

61.9 Incumbent would be required, among others, to: examine, evaluate and report on the adequacy and effectiveness of the internal control system; review the reliability of records and adherence to approved policies and procedures; report on any risk for fraud; monitor and evaluate the effectiveness of the Bureau's risk management process; ensure that statutory provisions as well as internal rules and regulations are complied with; and provide support and guidance to Management on how to handle new opportunities.

Senior Accounts Officer (New Grade)

61.10 The Financial Manager presently heads the Finance Section of the MSB and he is responsible for the monitoring of the day-to-day running of the Finance Section, the Procurement and Maintenance Section and the general accounting functions of the organisation. He is supported by officers in the grades of Accounts Officer and Accounts Clerk. For this review exercise, the MSB has informed that there is a considerable increase in the revenue generated from its expanded activities and, therefore, requested for the creation of a grade to assist the Financial Manager.

61.11 We have studied the request and we are, therefore, recommending for the creation of a grade of Senior Accounts Officer.

Recommendation 2

61.12 We recommend the creation of a grade of Senior Accounts Officer. Appointment thereto, should be made by selection from among serving officers of the MSB who have passed the Applied Skills Examinations of the ACCA or an equivalent qualification 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 and who reckon at least four years' experience in the field of Accountancy.

61.13 Incumbent would be required, *inter alia*, to: assist the Financial Manager in the preparation of financial statements and budget estimates; examine the expenditure analysis/financial reports of projects; keep the accounting and payroll system up to date and to perform a monthly back up of the system; maintain monthly bank reconciliations; and supervise the work of subordinates.

Internal Audit Officer (New Grade)

61.14 In the context of this review exercise, the MSB made a proposal for the creation of a grade to assist the Internal Auditor and to ensure segregation of duties as well as for business continuity during the absence of the latter.

61.15 Given the complexity and volume of work devolving upon the Internal Auditor, there is functional need for a level to assist the latter in the performance of his duties. We are, therefore, providing for a grade of Internal Audit Officer to strengthen the structure of the Audit Section of the MSB.

Recommendation 3

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

61.17 Incumbent would be required to, among others: conduct under the guidance of the Internal Auditor (Personal) and Internal Auditor/Senior Internal Auditor (New Grade), assignments in all operational areas of the MSB with internal audit programmes and procedure; carry out a continuous check on all the financial activities and transactions carried out; assist in the preparation of audit work plans, including visit assessment; and examine, evaluate and report on the adequacy and effectiveness of internal control systems.

ICT Technician (New Grade)

61.18 The IT Section at the MSB is currently manned by an IT Officer/Systems Administrator and Computer Support Officer. The MSB submitted that there is need to follow developments with respect to security, safety and protection of data of its stakeholders. In view of the growing use of information technology at the MSB, we are providing for a grade of ICT Technician against abolition of the grade of Computer Support Officer.

Recommendation 4

61.19 We recommend the creation of a grade of ICT Technician against abolition of the grade of Computer Support Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Studies or an equivalent qualification.

61.20 Incumbent would be required to, *inter alia*: assist the IT Analyst/Senior IT Analyst *formerly IT Officer/Systems Administrator*; implement, support and maintain the IT System at the MSB; develop small computer programmes for end users; implement security measures to safeguard IT Systems from threats; and be responsible for the updating and maintenance of the website of the MSB.

Human Resource Officer/Senior Human Resource Officer

61.21 Human Resource Officer/Senior Human Resource Officers who possess 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 Chapter on Observations and General Provisions of this Volume.**

Incremental Credit

61.22 It is compulsory for Managers to possess the Level II of Non-Destructive Testing and they are granted incremental credit after completion of the aforementioned course from South Africa. We are maintaining this provision.

Recommendation 5

61.23 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.

Abolition of Grades

61.24 Management has submitted that the grades of Maintenance Officer (Part-time) (Personal), Attendant (Personal to employees in post as at 30.06.08), Word Processing Operator (Personal to officers in post as at 30.06.08) and Stores and Utilities Superintendent (Personal) are vacant. **We are, therefore, abolishing these grades**.

61. MAURITIUS STANDARDS BUREAU

SALARY SCHEDULE

MSB 1 : Rs 30265

Safety and Health Officer (Part-time)

MSB 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MSB 3 : 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
formerly Driver/Office Attendant

MSB 4 : 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/Telephonist

61. MAURITIUS STANDARDS BUREAU (Contd)

MSB 5 : Rs 24545 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

MSB 6 : 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 to officers in post as at 30.06.03)

MSB 7 : 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
Standards Information Clerk

MSB 8 : 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

MSB 9 : 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
Assistant Procurement and Supply Officer
Stores Officer (Personal)

MSB 10 : 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 (New Grade)

MSB 11 : 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

MSB 12 : 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

MSB 13 : 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

MSB 14 : 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

61. MAURITIUS STANDARDS BUREAU (Contd)

MSB 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

Assistant Business Development Officer
ICT Technician (New Grade)
Maintenance Officer
Standards Information Officer

MSB 16 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Internal Auditor (Personal to holder in post as at 31.12.15)

MSB 17 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer (New Grade)

MSB 18 : 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

Administrative Secretary
Business Development Officer
Business Development Officer (Ex-SMEDA) (Personal)

MSB 19 : 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

Quality Officer

MSB 20 : 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 IT Officer/Systems Administrator

MSB 21 : 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 - 86750

Financial Manager
Internal Auditor/Senior Internal Auditor (New Grade)

MSB 22 : 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

Manager
Standards Information Manager

61. MAURITIUS STANDARDS BUREAU (Contd)

MSB 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Head of Unit

MSB 24 : Rs 118000 x 4000 - 130000

Deputy Director

MSB 25 : Rs 150000

Director

62. MAURITIUS TAMIL CULTURAL CENTRE TRUST

62.1 The Mauritius Tamil Cultural Centre Trust Act 2001 makes provision for the establishment of the Mauritius Tamil Cultural Centre Trust (MTCCT) as a body corporate. Its main responsibility is to preserve and promote Tamil art and culture.

62.2 Its objects are, *inter alia*, to: encourage the study of Tamil; collect, publish and disseminate information pertaining to Tamil art and culture; organise lectures, seminars, training, workshops, exhibitions and any other activities; create facilities for documentation and research; and establish useful links with organisations engaged in similar activities locally and internationally.

62.3 To fulfil its mandate, the Trust dispenses part-time courses in Indian classical music as well as in vocal Carnatic to the general public, either at its seat or at any of its centres across the island. These courses are dispensed by incumbents in the grade of Instructor/Performing Artist who are employed on both full-time and part-time basis.

62.4 During the consultative meeting, the representative of the Trust sought clarification on an issue pertaining to hours of work. He was apprised that the determination of hours of work rests with Management, as has clearly been spelt out in Volume 1 of the PRB Report and was requested to stay attuned to the relevant provisions as well as to work in synergy with the parent Ministry so as to ensure the smooth running of its operations.

62.5 In line with the requirements of the MTCCT, we are upholding the present structure and revising the salary of the existing grades.

62. MAURITIUS TAMIL CULTURAL CENTRE TRUST

SALARY SCHEDULE

MTCCT 1 : **Rs 19800 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965**

Cleaner

MTCCT 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
formerly Driver/Office Attendant

MTCCT 3 : **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

62. MAURITIUS TAMIL CULTURAL CENTRE TRUST (Contd)

MTCCT 4 : **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 - 55950**

Instructor/Performing Artist

MTCCT 5 : **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**

Administrative and Events Officer

63. MAURITIUS TELUGU CULTURAL CENTRE TRUST

63.1 The Mauritius Telugu Cultural Centre Trust (MTeCCT), which was incorporated in accordance with the Mauritius Telugu Cultural Centre Trust Act 2001, undertakes to preserve and promote Telugu art, culture and language.

63.2 Its objectives encompass, among others, the: promotion of the study of Telugu; collection, publication and dissemination of information pertaining to Telugu art and culture; organisation of lectures, seminars, training, workshops, exhibitions and the like to better understand the art and culture of Telugu; and establishment of useful links with organisations engaged in similar activities locally and internationally.

63.3 For this review exercise, a representative from the parent Ministry attended the scheduled consultative meeting and provided an overview of the activities and operations of the MTeCCT. The Bureau was apprised that, while the MTeCCT is managed by a Board of Trustees, its administrative functions are being carried out by incumbent in the grade of Clerk/Word Processing Operator against payment of a 'Board Fee' as determined by the Board. Furthermore, an officer from the parent Ministry is paid an allowance to oversee the financial operations of the Trust.

63.4 We are, in this Report, maintaining the present structure and providing the revised salary of the existing grades.

63. MAURITIUS TELUGU CULTURAL CENTRE TRUST
SALARY SCHEDULE

MTeCCT 1: **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
formerly Driver/Office Attendant

MTeCCT 2: **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

MTeCCT 3: **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**

Administrative Secretary

64. MAURITIUS TOURISM PROMOTION AUTHORITY

64.1 The Mauritius Tourism Promotion Authority (MTPA) was statutorily established in 1996 with the key role to enhance the image of Mauritius as a prime holiday and up-market destination through consolidation of traditional markets and tapping into new and emerging market segments. As the operating arm of the Ministry of Tourism, it also advises the Minister on all matters relating to the promotion of tourism.

64.2 The Authority is staffed by officers from professional, technical and other support grades under the leadership of a Director. For this review, the proposals of both Management and the staff side were, among others, to: set up a Data Analytics Unit with appropriate levels; creation and restyling of grades; amendment of schemes of service; upgrading of a few levels and abolition of grades.

64.3 Quite a few requests did not satisfy the technically related requirement set for the respective grade. Consequently, the requests were turned down and the parties were informed accordingly. For instance, such requests pertain to the creation of certain grades, restyling of grades which implies salary upgrading as well, and upgrading of qualifications in a few cases. Requests which satisfy the requirements of the grade have been retained for inclusion in the Report and are hereunder elaborated upon.

Procurement and Supply Officer (New Grade)

64.4 The MTPA has on its establishment a grade of Assistant Procurement and Supply Officer which is vacant and its duties are being performed by the Administrative Secretary and officers in the General Services grades. Both Management and the staff side have requested for the strengthening of the Procurement Section with the creation of the levels of Assistant Manager, Procurement and Supply and Procurement and Supply Officer/Senior Procurement and Supply Officer in view of the significant rise in the volume and complexity of the procurement activities.

64.5 Taking the above into account, it is considered that the post of Assistant Procurement and Supply Officer should be filled in the first instance. We are thus providing for a grade of Procurement and Supply Officer, which is adequate in the present circumstances.

Recommendation 1

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

64.7 Incumbents would be required, among others, to: organise and manage the procurement and supply activities of the Authority; be responsible for the preparation of bidding documents for local and international projects; assist in evaluation exercises related to procurement and supply operations; ensure that accurate records and up-to-date ledger are maintained and that adequate

safeguards against the risks of fire, thefts, deterioration and damage are taken and all items are stored in good conditions.

Scheme of Service - Tourism Information Officer

64.8 The grade of Tourism Information Officer is filled from candidates possessing a Cambridge School Certificate; a Cambridge Higher School Certificate and a Certificate in Tourist Guiding. However, the MTPA has averred encountering difficulties in filling the post as none of the candidates possessed the Certificate in Tourist Guiding during the last recruitment exercise. To circumvent this problem and ensure a smooth service delivery, we are reviewing the mode of appointment to the grade.

Recommendation 2

64.9 We recommend that, 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 reckoning at least three years' experience in Tourist Guiding.

Human Resource Officer/Senior Human Resource Officer

64.10 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 Chapter on Observations and General Provisions of this Volume**.

Flexibility for determination of salary package

64.11 With a view to overcome problems of recruitment and retention of professionals of high calibre in certain specific grades, the MTPA has been granted the flexibility for determining the remuneration package of such incumbents based on certain parameters. This arrangement should continue to exist.

Recommendation 3

64.12 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.

64. MAURITIUS TOURISM PROMOTION AUTHORITY

SALARY SCHEDULE

MTPA 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
formerly Office Attendant

MTPA 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 (Personal)
Driver/Office Auxiliary
formerly Driver/Office Attendant

MTPA 3 : 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

MTPA 4 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Driver (Roster - day and night) (Personal)

MTPA 5 : 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/Telephonist

MTPA 6 : 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
formerly Clerical Officer/Higher Clerical Officer

MTPA 7 : Rs 26045 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 - 46900 x 1050 - 49000

Tourism Information Officer

MTPA 8 : 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

MTPA 9 : 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
Assistant Procurement and Supply Officer

64. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)

MTPA 10 : 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

MTPA 11 : 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
Procurement and Supply Officer (New Grade)

MTPA 12 : 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

MTPA 13 : 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

MTPA 14 : 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

Graphic Designer
Public Relations Officer
Web Officer

MTPA 15 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

MTPA 16 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

MTPA 17 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Accounts Officer

MTPA 18 : 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

IT Analyst
formerly IT Officer

64. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)

MTPA 19 : 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

Administrative Secretary
Digital Marketing Officer
Events Officer

MTPA 20 : 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 - 86750

Internal Auditor/Senior Internal Auditor
Marketer

MTPA 21 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Digital Marketing Executive

MTPA 22 : 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

Digital Marketing Manager
Finance Manager
Marketing Services Manager
Tourism Promotion Officer

MTPA 23 : Rs 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Tourism Promotion Manager

MTPA 24 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Financial Analyst (Personal)

MTPA 25 : Rs 110000 x 4000 - 122000

Deputy Director

MTPA 26 : Rs 150000

Director

65. NATIONAL ADOPTION COUNCIL

65.1 The National Adoption Council (NAC) is a body corporate, operating under the *aegis* of the Ministry of Gender Equality and Family Welfare. It is designated as the central authority and focal point for Mauritius with regard to the implementation of the provisions of the Hague Convention on the Protection of Children and Co-operation in respect of Intercountry Adoption.

65.2 Its objects are, among others, to: inquire into all demands for the adoption of citizens by non-citizens before an application is made to the Judge in Chambers; advise the Minister on all matters relating to demands of adoption; and co-ordinate with overseas official agencies engaged in the adoption and welfare of children.

65.3 The staffing structure of the NAC comprises grades at professional, technical and support levels. However, all the positions are presently vacant. Moreover, the operational activities of the Council are being looked into by an Assistant Permanent Secretary of the parent Ministry, who has been assigned the duties of Administrative Secretary.

65.4 In the context of this review exercise, Management informed that a new legislation regarding adoption is being finalised and any structural change would have to be in line with provisions of the new Adoption Bill. Consequently, no proposals are being submitted at this stage.

65.5 With a view to assisting her in administrative tasks, the Acting Administrative Secretary of the NAC requested that the services of a Management Support Officer be availed of by the Council. Since the request involves an administrative arrangement, the Bureau advised Management to follow established procedures with the approval of the Board.

65.6 Given the present circumstances, we are bringing no change to the structure of the NAC while providing the revised salaries of the existing grades.

65. NATIONAL ADOPTION COUNCIL
SALARY SCHEDULE

NAC 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
formerly Office Attendant

NAC 2 : 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

65. NATIONAL ADOPTION COUNCIL (Contd)

NAC 3 : 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

Welfare Officer

NAC 4 : Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400

Shorthand Writer

NAC 5 : 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

Legal Officer

NAC 6 : 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

Administrative Secretary

NAC 7 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Psychologist

66. NATIONAL AGENCY FOR DRUG CONTROL

66.1 Established under Act No. 8 of 2025 as a body corporate, the National Agency for Drug Control (NADC) operates under the *aegis* of the Prime Minister's Office (Rodrigues and Outer Islands Division). It is mandated to coordinate national efforts to combat drug use and trafficking, and focus on prevention and rehabilitation. The National Drug Control Commission, headed by the Prime Minister, is responsible to set national objectives and policies related to drug control, while the NADC is responsible to look into the operational aspects of these policies.

66.2 The objects of the NADC are to be responsible, *inter alia*, for: the demand reduction of drugs through drug use prevention, treatment and rehabilitation of persons who use drugs and their social reintegration, and harm reduction of drugs; and coordination of the supply reduction of drugs by preventing, reducing or disrupting the entry, production and availability of drugs.

66.3 Activities of the NADC are organised under various Divisions namely, Policy, Research and Strategy; Treatment and Rehabilitation Services; Prevention and Public Awareness; HIV and AIDS Prevention and Care Coordination; and Supply Reduction Coordination. The Agency is administered and managed by the Drug Control Board and a Chief Executive Officer is responsible for the control and management of its day-to-day business and operations.

66.4 A few grades at managerial and professional levels have been created on an *adhoc* basis on the establishment of the Agency. These have been filled in a first instance on a contractual basis. Since the present structure of the NADC is appropriate to deliver on its mandate, we are maintaining it. However, Management may contemplate creation of additional grades based on functional need in between an overall review exercise through prescribed procedures.

66. NATIONAL AGENCY FOR DRUG CONTROL

SALARY SCHEDULE

NADC 1 : 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

Communication and Media Officer

NADC 2 : 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

Research Officer, Policy, Research and Strategy Division

66. NATIONAL AGENCY FOR DRUG CONTROL (Contd)

NADC 3 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 – 97000

Administrative Manager

NADC 4 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Coordinator, Policy, Research and Strategy Division
Coordinator, Prevention and Public Awareness Division
Coordinator, Supply Reduction Coordination Division

NADC 5 : Rs 77750 x 2250 - 86750 x 2500 - 94250 x 2750 – 102500 x 3750 – 110000 x 4000 - 118000

Coordinator, HIV and AIDS Prevention and Care Coordination Division

67. NATIONAL ART GALLERY

67.1 The National Art Gallery (NAG), was set up under the provisions of the NAG Act 1999. It operates under the *aegis* of the Ministry of Arts and Culture and is mandated to build a National Art Collection and preserve same through artwork acquisition. The Gallery also plays a significant role in the implementation of a visual art culture in Mauritius.

67.2 It organises several art exhibitions and activities with mediation programmes. Its objectives are, *inter alia*, to: develop and conserve a National Collection comprising works of art and related materials; exhibit works of art from the National Collection; and promote Mauritian art and artists.

67.3 A Board is responsible to administer and manage the affairs of the NAG. A Director is at the apex of the organisation and is responsible for the execution of policy and decisions of the Board as well as for the day-to-day administration of the Gallery. Since the post of Director is presently vacant, an Officer-in-Charge has been appointed to oversee the functions of the NAG. The latter is assisted by officers in professional, technical and supporting grades.

67.4 For this review exercise, the staff side has made no proposal. Management's submissions were mostly geared towards a significant strengthening of its structure through the creation of an array of grades in the different units. According to them, the restructuring is meant to enhance the NAG's capacity to manage and exhibit artworks as well as to reinforce its commitment to artistic excellence and public engagement. Additionally, request was made to restyle the grade of Art Custodian as Gallery Technician/Senior Gallery Technician.

67.5 A scrutiny of the proposals revealed that many of the duties of the proposed new grades overlap considerably with those of existing positions. Consequently, we did not accede to such requests. Regarding the organisation of events, we consider that the NAG may have recourse to the services of officers from the parent Ministry, while the Clerk/Word Processing Operator may be assigned the duties which normally devolve upon a Confidential Secretary, against payment of an allowance. Concerning the restyling of the grade of Art Custodian, we consider the present appellation appropriate, the moreso, it is in consonance with its duties.

67.6 As for the creation of a grade of Research Assistant to conduct research, among others, we hold that this function should continue to be devolved upon the Art Curator, given the size and current scope of activities of the Gallery. Considering the relatively small size/budget of the NAG, the creation of the grade of Administrative Secretary and Accounts Officer would not be warranted, the moreso a level of Accounts Clerk already exists and the grade of Management Support Officer is still vacant.

67.7 At this juncture, we hold that the existing structure of the NAG is adequate for an efficient and effective delivery of services. We are, however, recommending for an enlargement of the duties of the grade of Art Curator, to include those related

to conservation and also providing for the creation of a grade of Assistant Procurement and Supply Officer, to look into procurement issues. As regards the grant of time-off to officers who are regularly required to put in additional hours of work, we are providing for its continued applicability.

Assistant Procurement and Supply Officer (New Grade)

67.8 Management requested for the creation of a grade of Procurement and Supply Officer in the absence of a dedicated grade to look into procurement issues. Based on the duties to be devolved upon the new position, it is more appropriate to establish a source grade in a first instance, particularly in line with what obtains in other parastatal organisations. We are recommending accordingly.

Recommendation 1

67.9 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.

Review of Scheme of Service of the grade of Art Curator

67.10 Management requested for a grade of Conservator whereby incumbent would be responsible for the overall conservation of artwork/exhibits. After examination, we consider that there may not be full-time job for such a position at this stage. Consequently, with a view to making optimum use of existing resources, we consider that the Art Curator may be called upon to also perform duties related to conservation. Hence, there would be need to enlarge the duties of the grade to include same.

Recommendation 2

67.11 We recommend that Management should promptly amend the scheme of service of the grade of Art Curator by enlarging its duties to include, among others, to perform those related to conservation.

67.12 We further recommend that the Art Curator in post as at 31 December 2025, should be granted one additional increment at salary point reached in the salary scale, subject to the top salary, as from the date he effectively starts performing the additional duties.

Grant of Time-Off

Recommendation 3

67.13 We recommend that arrangements should continue to be made for officers of the National Art Gallery who are required on a regular basis, to put in additional hours of work to cope with the demands of the job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the

normal hourly rate, subject to their having put in a minimum of either five (5) hours weekly or 15 hours monthly.

67. NATIONAL ART GALLERY

SALARY SCHEDULE

NAG 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

NAG 2 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Telephone Operator

NAG 3 : 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
formerly Driver/Office Attendant

NAG 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

NAG 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

NAG 6 : 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
Art Custodian
Assistant Procurement and Supply Officer (New Grade)

NAG 7 : 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

Art Curator
Documentation and Liaison Officer

NAG 8 : Rs 118000

Director

68. NATIONAL CHILDREN'S COUNCIL

68.1 The National Children's Council (NCC), a body corporate set up under the NCC Act 2003, operates under the *aegis* of the Ministry of Gender Equality and Family Welfare. Its main objectives are, among others, 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 wellbeing; and promote activities for the welfare of children in line with the Convention on the Rights of the Child.

68.2 It is mainly responsible for: Childhood Development Programmes to foster creativity in children; sensitisation programmes on Child Protection, Atelier Partage Parents to improve the parental skills; and providing services of a Child Day Care Centre at Baie du Tombeau for deprived children.

68.3 The Council Secretary who is at the helm of the NCC, is vested with the responsibility for the day-to-day management and administrative control of all the employees. He is supported in his functions by officers in technical and General Services grades as well as employees of the Workmen's Group.

68.4 For this review exercise, the Unions requested for, *inter alia*, payment of an incentive allowance to officers in the grade of Assistant Child Programme Officer; recruitment of a Safety and Health Officer for the safety of employees and residents in shelters; provision of transport facilities to employees working on shift; general increase in the salary by 25%; enhanced maternity and paternity leaves; introduction of tripartite consultations; and review of the quantum of Uniform Allowance. Representation was also made for salary compensation to be taken into account while computing overtime.

68.5 Management's submissions were geared towards: amendment of schemes of service of certain grades; review of salary; creation of a grade of Deputy Council Secretary; enhanced travelling and car benefits; and grant of On-call Allowance to Coordinators similar to what is payable to officers in the grade of Coordinator at the parent Ministry.

68.6 Most of the requests pertain to Management issues. Consequently, parties were advised to deal with them administratively. Whereas, the request for a review of salary was examined on the basis of newly written Job Description Questionnaires.

68.7 After analysis, the Bureau is reinforcing the organisational structure by creating a grade of Safety and Health Officer (Part-time) to attend to health and safety issues at the Council. Further, matters pertaining to general Conditions of Service have been dealt with in Volume 1 of this Report.

Safety and Health Officer (Part-time) (New Grade)

68.8 The Union has requested for the creation of a grade of Safety and Health Officer to deal with health and safety issues at the NCC. To enable the organisation to

ensure the safety of employees and residents alike, the Bureau is recommending the creation of a grade of Safety and Health Officer on a part-time basis.

Recommendation 1

68.9 We recommend the creation of a grade of Safety and Health Officer (Part-time). 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.

68.10 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; 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.

Human Resource Officer/Senior Human Resource Officer

68.11 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 Chapter on Observations and General Provisions of this Volume.**

Risk Allowance

68.12 In the last Report, provision was made for Management to carry out a Risk Assessment Exercise in view of determining the extent of risk faced by the officers concerned in shelters. It has been reported that the Risk Assessment Exercise has not yet been carried out. We are reiterating this provision.

Recommendation 2

68.13 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 in the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report.

Night Duty Allowance

68.14 In the last review, we introduced the payment of a Night Duty Allowance to incumbents in the grades of Child Caregiver (Shelter) (Shift) and Surveillant who effectively work on night shift. Given that the present arrangement holds good, this provision should continue to prevail.

Recommendation 3

68.15 We recommend that officers in the grades of Child Caregiver (Shelter) (Shift) and Surveillant, 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.

68. NATIONAL CHILDREN'S COUNCIL

SALARY SCHEDULE

NCC 1 : Rs 30265

Safety and Health Officer (Part-time) (New Grade)

NCC 2 : 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

NCC 3 : Rs 20025 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615

Cleaner (Roster)

NCC 4 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965

Attendant (Nursery)

NCC 5 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

NCC 6 : Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Child Caregiver

NCC 7 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

NCC 8 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Child Caregiver (Shelter) (Shift)

NCC 9 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Attendant, ex-Service Providing Institution (Personal)

NCC 10 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Craftworker

68. NATIONAL CHILDREN'S COUNCIL (Contd)

NCC 11 : 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
formerly Office Attendant

NCC 12 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840

Cook (Roster)

NCC 13 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

NCC 14 : Rs 24245 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

Assistant Nursery Matron

NCC 15 : Rs 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

Nursery Matron

NCC 16 : 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

Assistant Child Programme Officer
Clerk/Word Processing Operator

NCC 17 : 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

NCC 18 : 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
Assistant Procurement and Supply Officer

NCC 19 : Rs 27905 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 – 52300 QB 53400 x 1100 - 54500 x 1450 – 55950

Child Programme Officer

NCC 20 : Rs 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 - 55950

Shelter Manager

68. NATIONAL CHILDREN'S COUNCIL (Contd)

NCC 21 : 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

NCC 22 : 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

NCC 23 : 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

Coordinator

NCC 24 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Council Secretary

69. NATIONAL CO-OPERATIVE COLLEGE

69.1 Set up as a body corporate under Section 103 of the Co-operatives Act 2016, the National Co-operative College (NCoC) operates under the *aegis* of the Ministry of Industry, SME and Coorperatives. Its main objectives are, among others, to: 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; provide facilities and engage in research and training for the promotion and development of the co-operative entrepreneurship, philosophy, principles and values; and promote and develop capacity building through entrepreneurship and business leadership.

69.2 The College conducts both award and non-award courses which are delivered in a decentralised manner across Mauritius and Rodrigues. All the programmes are accredited by the Mauritius Qualifications Authority and are dispensed by qualified trainers and lecturers. In line with its mandate and with a view to equipping youth and unemployed women with vocational skills, the NCoC organises workshops, seminars and webinars; and vocational skills development programs. It also conducts research on cooperative issues and provides insights and solutions; and supports cooperative start-ups.

69.3 A Director is at the apex of the College and he is responsible for its day-to-day management. He is assisted in his functions by a Programme/Research Officer, incumbents in the General Services grades and employees in the Workmen's Group.

69.4 For this review exercise, the request for the creation of the grades of Lecturer, Public Relations Officer, Administrative Assistant, Office Management Assistant and Gardener/Attendant could not be retained as either no functional needs could be established or their creation would result in dead-end positions, which the Bureau does not recommend, as far as possible.

69.5 Overall, we consider that the present organisational structure is adequate for the NCoC to deliver on its mandate. We are, however, in this Report providing for an appropriate compensation to General Workers for performing gardening duties.

Allowance to General Workers

69.6 There is no full-time job for a Gardener at the NCoC and the gardening duties are currently being performed by employees in the grade of General Worker. Hence, we are providing for an allowance to them.

Recommendation 1

69.7 We recommend that the General Workers who effectively perform gardening duties should be paid a monthly *adhoc* allowance equivalent to one increment at the salary point reached in their salary scale.

69. NATIONAL CO-OPERATIVE COLLEGE

SALARY SCHEDULE

NCoC 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

NCoC 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

NCoC 3 : 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
formerly Driver/Office Attendant

NCoC 4 : 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

Information Desk Operator

NCoC 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

Clerk/Word Processing Operator

NCoC 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

NCoC 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

Accounts Clerk

NCoC 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 - 51200

Trainer

NCoC 9 : 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

Programme/Research Officer

69. NATIONAL CO-OPERATIVE COLLEGE (Contd)

NCoC 10 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Director

70. NATIONAL ENVIRONMENT CLEANING AUTHORITY

70.1 Set up under Act No. 7 of 2022, the National Environment Cleaning Authority (NECA) is a body corporate operating under the *aegis* of the Ministry of Environment, Solid Waste Management and Climate Change (Solid Waste Management Division). It became operational in July 2022 and is vested with the main purpose of upgrading, restoring, and protecting the environment of Mauritius through appropriate planning, holistic actions and close coordination/monitoring with different relevant stakeholders.

70.2 It is also mandated, among others, to: develop a National Cleaning and Embellishment Strategy in consultation with relevant Ministries and other stakeholders and identify and prioritise the sites to be kept clean and embellished; and coordinate, monitor and supervise the implementation of cleaning and embellishment programmes.

70.3 The Authority is managed by the NECA Board, while an Officer-in-Charge is responsible for the day-to-day activities of the organisation including the implementation of the Board's decisions, among others. Since its inception, various grades at different operational levels and in diverse areas have been created. These new levels have been filled on a priority basis depending on the evolving needs of the organisation.

70.4 During consultations, Management was apprised that in the event the need for a dedicated level is felt, the parent Ministry may submit its request through established procedures with respect thereto.

Movement for Human Resource Officer/Senior Human Resource Officer

70.5 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 Chapter on Observations and General Provisions of this Volume.**

70. NATIONAL ENVIRONMENT CLEANING AUTHORITY

SALARY SCHEDULE

NECA 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

NECA 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener/Nursery Attendant

70. NATIONAL ENVIRONMENT CLEANING AUTHORITY (Contd)

NECA 3 : 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
formerly Office Attendant

NECA 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

NECA 5 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

NECA 6 : 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

NECA 7 : 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

NECA 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

Assistant Procurement and Supply Officer

NECA 9 : 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

NECA 10 : 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

Project Coordinating and Monitoring Officer

NECA 11 : 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

Administrative Officer

NECA 12 : 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

Accountant

70. NATIONAL ENVIRONMENT CLEANING AUTHORITY (Contd)

NECA 13 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Head Monitoring Unit

71. NATIONAL HERITAGE FUND

71.1 Established by the National Heritage Fund Act No 40 of 2003, the National Heritage Fund (NHF) operates under the *aegis* of Ministry of Arts and Culture. Its objectives are, among others, to preserve the national heritage of Mauritius in the forms of archaeological sites, historical buildings, monuments or any object or property of cultural significance as a source material for scientific and cultural investigation; safeguard, manage and promote the national heritage of Mauritius; and educate and sensitise the public on cultural values and national heritage.

71.2 There are currently 209 sites including buildings and monuments, listed as National Heritage which are managed by the Fund. Furthermore, there is a list of over 200 potential sites already identified by the NHF waiting to be listed as National Heritage. The responsibility, *inter alia*, to implement the 1972 Convention for World Heritage, the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage of Humanity and submit periodic reports to UNESCO is also bestowed upon the NHF.

71.3 The Fund is headed by a Director who is accountable for implementing the policies and decisions set by the Board, as well as overseeing and managing its daily activities. He is supported in his functions by officers in professional, technical and supporting grades.

71.4 In the context of this review exercise, Management has requested for the creation of the grades of Accountant; Heritage Guide/Public Outreach Officer; Site Supervisor; Historian; and Programme Coordinator; and the grant of travelling and duty free facilities to Technical Officers.

71.5 Regarding the creation of a grade of Accountant, the Bureau could not accede to the request owing to the absence of functional justification and Management was so informed. They were further advised to fill vacant position in the grade of Accounts Clerk to ensure segregation of duties and good governance in the Finance Section. Requests for the creation of the grades of Heritage Guide/Public Outreach Officer; Historian; and Programme Coordinator were also not retained.

71.6 After examinination and with a view to enabling the Fund to deliver efficiently on its mandate, the Bureau is providing for the grade of Site Supervisor.

Site Supervisor (New Grade)

71.7 The NHF has set up a Conservation and Maintenance Unit to ensure preservation and maintenance of the National Heritage sites. Management has informed that currently, the General Workers are working without close supervision. It is believed that the work that need to be carried out should be in accordance with conservation norms and standards. Otherwise, this would defeat the very purpose of having a dedicated Unit. Consequently, the need is felt for a level to exercise supervision on the work carried out by the General Workers. Hence, the request

for the creation of the grade of Site Supervisor was examined by the Bureau which recommended, accordingly.

Recommendation 1

71.8 We recommend the creation of a grade of Site Supervisor. Appointment thereto should be made by selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the NHF possessing the Certificate of Primary Education or Primary School Achievement Certificate and reckoning at least three years' service in a substantive capacity in the grade.

71.9 Incumbent would, among others, be required to: distribute work among workers under his supervision and maintain discipline among them; ensure that work is being carried out according to conservation norms and standards and safety measures are observed on site of work; make simple measurements and keep simple records of work; receive and control materials delivered on sites of work; record attendance of workers under his supervision in time books, report all unauthorised absences to Management; keep inventory of tools and materials issued to workers under his supervision and to arrange safekeeping of the unused materials on site of work; report any misconduct or insubordination and any grievances on site of work; and ensure that all employees under his supervision are provided with personal protective equipment and use them, as and when required.

71.10 We further recommend that pending the filling of the post of Site Supervisor, the senior most General Worker should be paid an appropriate allowance for performing supervisory duties.

71. NATIONAL HERITAGE FUND

SALARY SCHEDULE

NHF 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

NHF 2 : 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
formerly Office Attendant

71. NATIONAL HERITAGE FUND (Contd)

NHF 3 : 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
formerly Driver/Office Attendant

NHF 4 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Site Supervisor (New Grade)

NHF 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Conservation Worker

NHF 6 : 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

NHF 7 : 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
Heritage Protection Assistant

NHF 8 : 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

NHF 9 : 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
Assistant Procurement and Supply Officer
Assistant Procurement and Supply Officer (Ex-SMEDA) (Personal)

NHF 10 : 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

NHF 11 : 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

Conservation Officer
Documentation Officer
Heritage Technical Officer
ICT Technician

71. NATIONAL HERITAGE FUND (Contd)

NHF 12 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

NHF 13 : 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

Administrative Secretary
Research/Heritage Officer

NHF 14 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager, Technical Section

NHF 15 : Rs 130000

Director

72. NATIONAL LIBRARY

72.1 The National Library (NL) was set up under Act No. 32 of 1996 and operates under the *aegis* of the Ministry of Arts and Culture. It envisions to be a World-class Information Centre using the latest technologies to best serve the Mauritian nation and people at large.

72.2 Its main objects are to: act as the national bibliographic centre; maintain the national bibliography and other bibliographies; collect, receive and preserve all library materials required to be deposited in the library; acquire library materials generally, and, in particular, a comprehensive collection of library materials relating to Mauritius.

72.3 A Director is at the helm of the organisation and she is responsible for the control and management of its day-to-day business. The latter is supported in her functions by a complement of staff belonging to the professional, technical, General Services grades and employees of the Workmen's Group.

72.4 For this review exercise, the representations of the staff side were to allow Library Officers who have drawn their top salary for a year to move incrementally in the salary scale of the grade of Senior Library Officer up to a certain salary point; merge the grades of Library Officer and Senior Library Officer; and restyle the grade of Library Officer to Information, Research and Documentation Officer. Management's proposals were to: provide enhanced car and travelling benefits; and create certain grades such as Head Librarian, Office Management Assistant and Head Library Attendant, among others. The parties were provided with ample information and explanation for those requests that could not be retained.

72.5 After examining all the proposals, the Bureau considers that the organisational structure is adequate for the National Library to deliver on its mandate. Appropriate recommendations are being made to compensate officers who have been entrusted with additional/specific duties.

Allowance for performing conservation/restoration duties

72.6 Management has informed that officers of the National Library are called upon to perform basic conservation works such as restoring hard copies of newspapers. These conservation duties are not listed in their schemes of service. Hence, it has requested that officers in the Library Officer, Library Clerk and Library Attendant Cadres who have been provided with appropriate training and are effectively performing the conservation/restoration duties be compensated for the additional work. The Bureau is making an appropriate recommendation in that regard.

Recommendation 1

72.7 We recommend that the National Library should make arrangements to: mount a training course on conservation/restoration techniques for incumbents in the Library Officer, Library Clerk and Library Auxiliary *formerly Library Attendant* Cadres.

72.8 We further recommend that officers who have successfully completed the training and are effectively performing conservation/restoration duties at the Library be paid a monthly allowance of Rs 300.

Binder

Senior Binder

72.9 Management has informed that following the digitisation project at the National Library, incumbents in the grades of Binder and Senior Binder, in addition to their normal duties, are called upon to perform scanning duties. Request has hence been made to include these duties in their schemes of service. A perusal of duly filled in Job Description Questionnaires reveals that the employees are indeed performing the aforementioned duties. The Bureau is making provisions thereto.

Recommendation 2

72.10 We recommend that Management should promptly amend the schemes of service of the grades of Binder and Senior Binder by enlarging their duties to include scanning duties.

72.11 We further recommend that the Binders and Senior Binders in post as at 31 December 2025, should be granted one additional increment at salary point reached in the salary scale subject to the top salary.

Allowance to Library Auxiliary *formerly Library Attendant* Cadre

72.12 Currently, incumbents in the Library Auxiliary Cadre *formerly Library Attendant Cadre* are eligible for an allowance for collecting and depositing keys at the Police Station. This arrangement is being aligned to what has been recommended for employees in the Workmen's Group-General.

Recommendation 3

72.13 We recommend that paragraphs 42.28 and 42.29 in Volume 2 Part I of this Report should be applicable to incumbents in the Library Auxiliary *formerly Library Attendant* Cadre at the National Library.

72. NATIONAL LIBRARY

SALARY SCHEDULE

NL 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

72. NATIONAL LIBRARY (Contd)

NL 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Library Auxiliary
formerly Library Attendant

NL 3 : Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Senior Library Auxiliary
formerly Senior Library Attendant

NL 4 : 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
formerly Driver/Office Attendant

NL 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Binder

NL 6 : 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

NL 7 : Rs 24245 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

Microfilm Operator

NL 8 : 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
Library Clerk

NL 9 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Senior Binder

NL 10 : Rs 26345 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 - 46900 x 1050 - 47950

Technician (Audio Visual Library)

NL 11 : 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

72. NATIONAL LIBRARY (Contd)

NL 12 : 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
Assistant Procurement and Supply Officer

NL 13 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Senior Library Clerk

NL 14 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200

Office Supervisor

NL 15 : 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

NL 16 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Information, Research and Documentation Officer (Ex-SMEDA) (Personal)

NL 17 : 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
Procurement and Supply Officer

NL 18 : 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

Library Officer

NL 19 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

NL 20 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Senior Library Officer

NL 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

Administrative Secretary

72. NATIONAL LIBRARY (Contd)

NL 22 : 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

IT Analyst
formerly IT Officer/Systems Administrator
Librarian

NL 23 : 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

Accountant

NL 24 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Librarian

NL 25 : Rs 138000

Director

73. NATIONAL PRODUCTIVITY AND COMPETITIVENESS COUNCIL

73.1 The National Productivity and Competitiveness Council (NPCC) was set up under the NPCC Act 1999 as a body corporate and operates under the *aegis* of the Ministry of Industry, SME and Cooperatives.

73.2 Its functions are, *inter alia*, to: provide the forum for constant dialogue and consensus building as well as advise Government on the formulation of national policies and strategies on all matters relating to productivity, quality and competitiveness; promote and develop greater productivity and quality awareness and consciousness amongst the public; and organise awards to recognise individuals, teams and organisations for their outstanding achievements in quality and productivity.

73.3 The NPCC is headed by an Executive Director who is responsible to the Council for its proper administration and day-to-day management. He is assisted by officers from the professional grades while officers at operational level as well as employees in the Workmen's Group provide support services.

73.4 Representations made by the staff side pertain mainly to providing personal salaries to officers in post at the Council; aligning their Conditions of Service with what obtains in organisations covered by the Bureau; and payment of specific allowances whereas the proposals of Management were geared towards the creation of grades and sub-units; review of schemes of service/salary scales of some grades; restyling of certain positions with added responsibilities; and review of allowances.

73.5 During consultations, both Union and Management were provided with ample explanations on the Bureau's policy for creation, restyling and upward salary review of grades. Against this background, they were informed of requests which could not be retained.

73.6 Prior to this Report, the NPCC was governed by another regime of salary administration. The current salary scales along with the existing Conditions of Service are not aligned with those recommended by the Bureau. After examining the organisation structure of the NPCC and its core functions, reporting lines and duties devolving upon the grades, we are making provisions for a fit-for-purpose organisation set up with appropriate salary scale for each level. As far as possible, we have aligned the appellation of certain grades along with their entry requirements on comparable grades across the Public Sector taking into consideration their duties and responsibilities.

73.7 As such, the salary points of grades at the NPCC cannot be directly converted in the Master Salary Conversion Table. Hence, following the publication of the Report, the NPCC should submit relevant information, for the Bureau to provide the converted salaries (2026). The overriding principle for this exercise would be to ensure that employees in post are not worsened off with this overall review.

73.8 In the ensuing paragraphs, we are, therefore, reviewing the qualifications requirement of certain grades as well as the mode of appointment thereof. Further, the duties have been maintained as per prevailing schemes of service.

Director

Recommendation 1

73.9 We recommend that appointment to the grade of Director should be made by selection from among candidates possessing a Degree in Management or Economics or Finance or a field related in productivity and competitiveness or an equivalent qualification; Master's Degree in Management or Economics or Finance or a field related to productivity and competitiveness or an equivalent qualification and reckoning at least eight years' experience working in a similar environment.

Public Relations and Marketing Officer

Recommendation 2

73.10 We recommend that appointment to the grade of Public Relations and Marketing Officer should be made by selection from among candidates possessing a Degree in Marketing or Public Relations or an equivalent qualification and reckoning at least three years' experience in the field of communication.

Graphic Designer

Recommendation 3

73.11 We recommend that appointment to the grade of Graphic Designer should be made by selection from among candidates possessing a Diploma in Graphic Design or an equivalent qualification and reckoning at least three years' post-qualification experience in graphic design.

Accounts Clerk

Accounts Officer

Confidential Secretary

Human Resource Officer/Senior Human Resource Officer

Recommendation 4

73.12 We recommend that appointment to the above-mentioned grades should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

73.13 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 Chapter on Observations and General Provisions of this Volume.**

Assistant Procurement and Supply Officer

Management Support Officer

Recommendation 5

73.14 We recommend that appointment to the above-mentioned grades 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

Recommendation 6

73.15 We recommend that appointment to the grade of Clerk/Word Processing Operator 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.

Receptionist/Telephone Operator

Recommendation 7

73.16 We recommend that appointment to the grade of Receptionist/Telephone Operator 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".

Driver/Office Auxiliary

Recommendation 8

73.17 We recommend that appointment to the grade of Driver/Office Auxiliary 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 to drive cars, vans and minibuses.

General Worker

Recommendation 9

73.18 We recommend that appointment to the grade of General Worker should be made by selection from among candidates who possess the Certificate of Primary Education or Primary School Achievement Certificate.

73. NATIONAL PRODUCTIVITY AND COMPETITIVENESS COUNCIL

SALARY SCHEDULE

NPCC 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

NPCC 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

NPCC 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

NPCC 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

NPCC 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

NPCC 6 : 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
Assistant Procurement and Supply Officer

NPCC 7 : 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

NPCC 8 : 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

NPCC 9 : 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

NPCC 10 : 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

Graphic Designer

73. NATIONAL PRODUCTIVITY AND COMPETITIVENESS COUNCIL (Contd)

NPCC 11 : 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

Productivity Executive
Public Relations and Marketing Officer
Research and Knowledge Management Executive

NPCC 12 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lead Innovation, Advocacy and Entrepreneurship
Lead Productivity and Competitiveness Council
Lead Research, Advisory and Knowledge Management

NPCC 13 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Head, Business Development and Consultancy

NPCC 14 : Rs 118000 x 4000 - 130000

Director

74. NATIONAL SOLIDARITY FUND

74.1 Established since 1991 as a body corporate, the National Solidarity Fund (NSF) promotes individual wellbeing through financial assistance to alleviate immediate hardship. To this end, it provides financial assistance to: citizens of Mauritius residing in Mauritius, who may have to undergo surgical operations and redundant workers as well as individuals who have undergone severe personal hardship, subject to the approval of the Minister.

74.2 In pursuance of its mandate, the services of the Fund are delivered through personal hardship schemes which are split into six core areas namely Medical; Destitute; Needy Students; Tragic Accident; Repatriation of mortal remains; and Multiple Birth. The Fund is administered and managed by a Board. It is under the administrative control of an Administrative Secretary who is supported in the performance of her duties by staff belonging to Finance, General Services and Workmen's Group. Officers from the parent Ministry are seconded to the NSF to provide assistance whenever the need is felt.

74.3 The main submissions of Management focussed on creation of a few grades and absorption of the grade of General Assistant from the defunct SMEDA on the establishment of the Fund but with a new job appellation of Clerk Assistant. The Bureau lengthily expatiated on the technical implications of such restyling which could not be acceded to.

74.4 We are, in this Report, providing a new level.

Assistant Financial Operations Officer (New Grade)

74.5 The Finance Section is presently manned by a Financial Operations Officer who, in the absence of a dedicated grade, is being assisted by an Account Clerk (Ex-MESTF) (Personal) seconded from the parent Ministry. Considering the increasing volume of activities of the Finance Section, Management stressed on the need for a grade to perform at operational level. After examination, we are creating a grade of Assistant Financial Operations Officer.

Recommendation 1

74.6 We recommend the creation of a grade of Assistant Financial Operations 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.

Salary Movement for Administrative Secretary

Recommendation 2

74.7 We recommend that the officer in the grade of Administrative Secretary who:

(i) was in post as at the eve of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree or an equivalent qualification, should

be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 64200 on a personal basis; and

(ii) was in post as at the eve of the publication of the 2021 PRB Report, that is 13 October 2021 and obtained the above mentioned qualifications after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021 and possess the additional qualification, 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 Chapter on Observations and General Provisions of this Volume.

74. NATIONAL SOLIDARITY FUND

SALARY SCHEDULE

NSF 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
formerly Office Care Attendant

NSF 2 : 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/Receptionist

NSF 3 : 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

NSF 4 : 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

NSF 5 : 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 (New Grade)

NSF 6 : 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

74. NATIONAL SOLIDARITY FUND (Contd)

NSF 7 : Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Administrative Secretary

75. NATIONAL TRANSPORT CORPORATION

75.1 The National Transport Corporation (NTC) was established as a corporate body under the NTC Act No. 5 of 1979. As a major bus service provider, the NTC remains the only Public Sector bus operator in the country. Aligned with its objective to be an innovative and caring public transport service provider, the Corporation strives to provide a safe, affordable, comfortable and eco-friendly service.

75.2 In its endeavour towards sustainable transportation, the Corporation has launched its first electric bus in year 2022 to encourage the use of renewable and clean energy with a view to reducing the Country's dependence on fossil fuels and decreasing gas emissions.

75.3 Being governed by a twin remuneration system, the Corporation is a unique entity in the Public Sector. The Conditions of Service and salaries of grades pertaining to the operational levels are determined by the National Remuneration Board (NRB) while grades belonging to the Administrative, HR, Finance, IT, Procurement and Supply and Engineering Cadres are governed by the Pay Research Bureau (PRB). With a view to reducing disparity and discrimination between these two categories, a request was submitted by the Ministry of Public Service and Administrative Reforms (MPSAR) regarding the migration exercise from NRB Regime to PRB Regime for the employees of the NTC. Given the scope and complexity of the matter, the MPSAR has been apprised that this issue will be considered by the Bureau after the publication of this Report.

75.4 For this review, the main submissions of staff side pertained to: review of salary; creation of additional levels; filling of vacant posts; payment of allowances for performing additional/higher duties; grant of duty remission; refund of mileage as well as grant of Continuous Professional Development. Management on its side, proposed a revision of salaries, creation of a few grades and payment of an On-call Allowance to some grades. Additionally, they requested the reinstatement of the grades of Assistant Procurement and Supply Officer and Assistant Financial Operations Officer.

75.5 The Bureau deems it relevant to point out that Management's proposals were discussed with the Human Resource Manager who was the only representative of the Corporation. During consultative meetings, appropriate explanations were provided to Management and Unions for those requests which, for technical reasons, could not be acceded to. Unions took note of a few existing provisions governing their Conditions of Service of which they were unaware. To substantiate its proposals, Management was required to submit further information to the Bureau. After examining the requests, we are strengthening the structure of the Corporation through the creation of the grades of Public Relations and Communication Officer and Internal Audit Officer as well as reinstating a few grades.

Public Relations and Communication Officer (New Grade)

75.6 Management has requested for the creation of a grade of Public Relations and Communication Officer to manage the internal and external communication of the NTC as well as to ensure transparency and open line communication with the public. In view of the functions of the Corporation and the need for public awareness on matters relating to transport services, we are creating a dedicated grade to provide the public with essential information across all communication platforms.

Recommendation 1

75.7 We recommend the creation of a grade of Public Relations and Communication 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 and reckoning at least five years' experience in the field of Communication and Public Relations.

75.8 Incumbent would be required, among others, to: plan, implement and evaluate communication strategies; manage all internal and external communications; assist in the public relations affairs of the Corporation; monitor daily the activities of the Control Unit and the hotline and ensure that public queries/complaints are properly attended to; look out for customer service issues and escalations on social channels as well as to contribute to and implement major incident communication plans; produce briefs, newsletters or any in-house journals or any other communication material for the Corporation; and plan and organise award ceremonies and any official function of the Corporation.

Internal Audit Officer (New Grade)

75.9 As reported by Management, the Risk, Governance and Audit Committee has recommended in its Audit Plan that the Internal Audit Section be provided with additional assistance to enable accomplishment of the audit works as set out in the Audit Plan. Presently, the Internal Audit Section consists of a grade of Internal Auditor/Senior Internal Auditor who is assisted by a Financial Operations Officer in the performance of his duties. Taking into account the financial responsibility of the Corporation and to ensure good governance, the Bureau considers that a grade of Internal Audit Officer is vital and is recommending accordingly.

Recommendation 2

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

75.11 Incumbent would be required, *inter alia*, to: carry out audit in the Finance, Stores and other operations of the Corporation in accordance with internal audit programmes and procedures; prepare draft queries, memoranda and inspection reports; ensure that the audit works are carried out in accordance with established

International Standards for the professional practice of Internal Auditing and regulations in force; carry out spot and surprise checks as and when required; assist in examining annual statements and perform checks and verifications; and assist in ensuring that recommendations made on audit findings are implemented.

Assistant Financial Operations Officer

Assistant Procurement and Supply Officer

75.12 Following a restructuring of the Financial Operations Officer Cadre and Procurement and Supply Officer Cadre, the grades of Assistant Financial Operations Officer and Assistant Procurement and Supply Officer in Parastatal Bodies were made evanescent in the 2013 PRB Report. During meeting, Management acknowledged that these two levels would be the feeder grade in their respective Cadre and hence, should be reinstated. We are recommending in that direction.

Recommendation 3

75.13 We recommend that the grades of Assistant Financial Operations Officer and Assistant Procurement and Supply Officer be reinstated. Appointment thereto should, henceforth, be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

75.14 We further recommend that following the reinstatement of the grades of Assistant Financial Operations Officer and Assistant Procurement and Supply Officer, consequential amendments should be brought to the schemes of service of the grades of Financial Operations Officer and Procurement and Supply Officer respectively, in line with recommendations made in the Chapter on Observations and General Provisions of this Volume.

Traffic Controller

75.15 In the 2008 PRB Report, subsequent to the creation of the grade of Traffic Executive, the grade of Traffic Controller, which is presently vacant, was made evanescent. Management has requested to reinstate the grade as its services would still be required. We are recommending accordingly.

Recommendation 4

75.16 We recommend that the grade of Traffic Controller be reinstated.

NTC Regional Manager

75.17 The core functions of the NTC are provided through its five regional offices, each under the responsibility of a NTC Regional Manager, who is in charge, *inter alia*, for the revenue generation, control of cost of operations, human resource management practices, maintaining good industrial relations as well as for the assets of regional offices. It has been submitted that the work complexity of the grade of NTC Regional Manager has evolved over the years. Subsequently, Management has requested for a review of the salary of the grade. While

examining the request and the newly filled in Job Description Questionnaires, the Bureau took note of the exceptionally demanding nature of the Corporation which requires incumbents to ensure the continuity of the transport services after their normal working hours. **All these elements have been taken into consideration in arriving at the revised salary of the grade**.

Filling of Vacancies

75.18 The Bureau observed that several grades on the establishment of the NTC are vacant including the grade of Deputy General Manager and this issue was also reported by the staff side. During consultation, representatives of the NTC apprised that the Corporation is encountering difficulties in filling the vacancies due to absence of suitable candidates. On its side, the Bureau believes that as there are no dearth of qualified candidates in the market, the unfilling of positions would have consequential impact on the proper functioning of the organisation. **With a view to addressing such problems, Management is advised to carry out a Human Resource Planning exercise as outlined in the Chapter on Observations and General Provisions of this Volume.**

Movement Beyond Top Salary

75.19 Officers in the grades of Human Resource Officer/Senior Human Resource Officer and Senior Financial Operations Officer (Future Holder) 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.**

Mode of Appointment of Management Support Officer

75.20 Further to the grievances expressed by the Unions regarding the mode of appointment of the grade of Management Support Officer wherein the NTC resorted to the filling of the post from external candidates rather than from internally qualified Clerical Officer/Higher Clerical Officers now restyled Clerical Officer, the views of Management were sought thereon. During meeting, Management confirmed the averment made by the staff side, and hence requested the abolition of the grade of Clerical Officer/Higher Clerical Officer now restyled Clerical Officer. The Bureau emphasised that the current practice adopted by the Corporation represents a major derogation from the recommendations of the 2016 PRB Report. Resultantly, the NTC withdrew its request. Nevertheless, **with a view to avoiding any cases of industrial disputes, the Bureau reiterates that the NTC should stand guided by the provisions of the PRB Report and the prescribed scheme of service in filling of vacancies.**

Scheme of Service

75.21 Though the Bureau has repeatedly recommended that the guidelines for the prescription/review of schemes of service as established by the MPSAR should be adhered to, it has again been reported during consultative meetings that amendments to schemes of service are still being made without following the

proper channel. The Bureau strongly deters such practice since it often leads to cases of industrial disputes. **In the circumstances, the Bureau considers that Management of NTC should follow the established procedures designed by the MPSAR regarding the prescription/review of a scheme of service.**

Abolition of Grades

75.22 As the grades of Executive Officer (Personal to offices in post as at 31.12.15) and Senior Computer Operator (Personal) are vacant, they are being abolished.

75. NATIONAL TRANSPORT CORPORATION

SALARY SCHEDULE

NTC 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
formerly Office Attendant

NTC 2 : 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 Head Office Attendant

NTC 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

Telephone Operator/Receptionist

NTC 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

NTC 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
formerly Clerical Officer/Higher Clerical Officer

NTC 6 : Rs 26645 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 - 46900 x 1050 - 49000

IT Support Officer

NTC 7 : 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

75. NATIONAL TRANSPORT CORPORATION (Contd)

NTC 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

Assistant Financial Operations Officer
Assistant Procurement and Supply Officer

NTC 9 : Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Traffic Controller

NTC 10 : 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 (New Grade)

NTC 11 : 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

NTC 12 : 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
Procurement and Supply Officer

NTC 13 : Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Senior Traffic Controller

NTC 14 : 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

NTC 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

Human Resource Officer/Senior Human Resource Officer

NTC 16 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)

NTC 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 - 60600

Public Relations and Communication Officer (New Grade)
Technical Officer (Electrical and Electronics)

75. NATIONAL TRANSPORT CORPORATION (Contd)

NTC 18 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

NTC 19 : 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

NTC 20 : Rs 33600 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

Industrial Relations Officer

NTC 21 : 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 - 67900

Technical and Mechanical Officer/Senior Technical and Mechanical Officer

NTC 22 : 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

Traffic Planner

NTC 23 : 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

IT Analyst
formerly Systems Analyst

NTC 24 : 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

Corporate Secretary
NTC Regional Manager

NTC 25 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

NTC 26 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Manager
IT Manager (Personal)

75. NATIONAL TRANSPORT CORPORATION (Contd)

NTC 27 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Mechanical Engineer/Senior Mechanical Engineer

NTC 28 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Procurement and Supply Manager

NTC 29 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Financial Controller
HR Manager

NTC 30 : Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Chief Engineer
Traffic Manager

NTC 31 : Rs 110000 x 4000 - 122000

Deputy General Manager

NTC 32 : Rs 150000

General Manager

76. NATIONAL WAGE CONSULTATIVE COUNCIL

76.1 Operating under the *aegis* of the Ministry of Labour and Industrial Relations, the National Wage Consultative Council (NWCC) is a body corporate established under Act No. 6 of 2016.

76.2 The NWCC is responsible for, *inter alia*, the evaluation of the effects on the introduction of a national minimum wage for different categories of workers particularly on pay structures and pay differentials, wealth and income distribution, wage ratio, employment, inflation, among others; and making recommendations thereof to the Minister. It also looks into issues of wage relativities in the private sector.

76.3 Presently, there is a grade of Executive Director on the establishment of the NWCC. Management's proposals were centered towards the creation of several grades. No views relating to same have been received from the parent Ministry and therefore, we are maintaining the existing structure.

76. NATIONAL WAGE CONSULTATIVE COUNCIL

SALARY SCHEDULE

NWCC 1 : Rs 114000 x 4000 - 126000

Executive Director

77. NATIONAL WOMEN ENTREPRENEUR COUNCIL

77.1 Set up by Act No. 20 of 1999, the National Women Entrepreneur Council (NWEC) operates under the *aegis* of the Ministry of Gender Equality and Family Welfare. Its objectives are, among others, to: identify actions and projects that will promote entrepreneurial activities of women; establish training programmes to improve management skills and aptitudes of women entrepreneurs; and promote cooperation and research with respect to women entrepreneurship development.

77.2 There are approximately 930 active women entrepreneurs who are registered with the NWEC and engaged mainly in the agro-business, handicraft and textile sectors.

77.3 The Secretary is the administrative head of the Organisation. As such, he is responsible for the execution of the Council's policy as well as the control and management of its day-to-day business.

77.4 In the context of this review exercise, both the staff side and Management made similar requests such as the creation of an array of grades and the restyling of certain grades. The attention of Management was drawn on the numerous vacant posts at the Council and it was informed that it would be more appropriate to fill vacancies prior to resorting to creation of additional grades.

77.5 All the requests have been examined and in the case of the grade of Business Development Officer, we are making appropriate recommendation as elaborated below.

Business Development Officer

77.6 In view of expansion of activities of the Council, the grade of Business Development Officer was, at the request of Management, made evanescent in the 2008 PRB Report and a grade of Business Development Officer (Roster) was created. Provision was made for Business Development Officers in post as at 30 June 2008 opting to work on roster to be granted two increments at salary point reached, subject to the top salary of the grade.

77.7 Both Union and Management have averred that incumbents in the grade of Business Development Officer (Personal) have not been provided with the option to join the grade of Business Development Officer (Roster) as the need for the grade to be on roster is no longer felt. We are accordingly abolishing the grade of Business Development Officer (Roster) and reinstating the grade of Business Development Officer.

Recommendation 1

77.8 We recommend that the grade of Business Development Officer (Roster) be abolished.

77. NATIONAL WOMEN ENTREPRENEUR COUNCIL

SALARY SCHEDULE

NWEC 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

NWEC 2 : 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
formerly Office Care Attendant

NWEC 3 : 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
formerly Driver/Office Attendant

NWEC 4 : *Rs* 24545 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

Salesperson

NWEC 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
formerly Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator

NWEC 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

NWEC 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

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

NWEC 8 : Rs 27905 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 - 51200

Business Development Assistant

77. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd)

NWEC 9 : 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

NWEC 10 : 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

IT Instructor

NWEC 11 : 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

Business Development Officer

NWEC 12 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 89250

Secretary

78. NATIONAL WOMEN'S COUNCIL

78.1 Operating under the *aegis* of the Ministry of Gender Equality and Family Welfare, the National Women's Council (NWC) was established under the NWC Act No. 27 of 1985 as subsequently amended in 2016. The NWC is responsible to provide a platform for women to voice their needs, concerns and aspirations; promote women's empowerment and gender equality; and ensure and promote the active participation of women in the social, economic and political fields in order to further their overall empowerment.

78.2 The Manager who is the head of the organisation, is responsible for the execution of the policy of the Board as well as the day-to-day control and management of the NWC. A team of professional, technical, support staff and employees of the Workmen's Group assist the latter in his functions.

78.3 In the context of this review exercise, proposals from the staff side pertain to, among others, upgrading of the salary scales of some grades; creating supervisory levels for the Family Support Officer Cadre and Office Attendant; and filling of vacant positions at the Dress Making Unit. Whereas, Management's submissions were related to the creation of a few grades; review of salary scale of the grades of Manager and Programme Assistant; restyle the grade of Supervisor, Women's Association; amend the scheme of service of the grade of Programme Officer; and the grant of duty-free facilities to certain grades. Requests that did not meet the criteria for consideration in the context of this Report were turned down and the parties were so informed.

78.4 On the basis of functional needs, the Bureau is providing for the grades of Assistant Procurement and Supply Officer and Receptionist/Telephone Operator.

Assistant Procurement and Supply Officer (New Grade)

78.5 Management requested for the creation of a grade of Assistant Procurement and Supply Officer as currently a Family Support Officer is performing duties pertaining to procurement and store, under the supervision of the Assistant Manager, Procurement and Supply from the parent Ministry. In view of the number of procurement activities at the Council as averred by Management, we are providing for a grade of Assistant Procurement and Supply Officer to enable the smooth running of the Council.

Recommendation 1

78.6 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.

Receptionist/Telephone Operator (New Grade)

78.7 Management has also submitted that at present, the duties of Receptionist/Telephone Operator are being performed by officers in the grade of Family Support Officer on a rotational basis. Since this function requires an incumbent on a full-time basis, we are providing for the grade of Receptionist/Telephone Operator.

Recommendation 2

78.8 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 the General Certificate of Education "Ordinary Level".

78.9 Incumbent would, among others, be required to operate the telephone switchboard (PABX) at the reception desk; maintain a register of all visitors and control access to officers; assist visitors by providing information to them; ensure that calls and messages are properly noted and communicated to officers concerned; and ensure the safe custody of application forms.

Human Resource Officer/Senior Human Resource Officer

78.10 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are currently allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related which has been made in the Chapter on Observations and General Provisions of this Volume should also be applicable to incumbent in post.**

Adult Literacy Instructor/Instructress

Family Support Officer

78.11 At present, officers in the grades of Family Support Officer and Adult Literacy Instructor/Instructress are granted loan facilities for the purchase of a car of up to eight years old. This provision should continue to prevail and we are recommending accordingly.

Recommendation 3

78.12 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 regularly perform extensive field duties should continue to be granted loan facilities for the purchase of a car as per provision made at paragraph 16.2.58 (j) in Chapter Travelling and Car Benefits of Volume 1 of this Report.

78. NATIONAL WOMEN'S COUNCIL

SALARY SCHEDULE

NWC 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

NWC 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Office/Field Assistant

NWC 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Craft Instructor

NWC 4 : 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
formerly Office Attendant

NWC 5 : 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
formerly Driver/Office Attendant

NWC 6 : 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 (New Grade)

NWC 7 : Rs 26645 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

Driver (Heavy Vehicles above 5 tons)

NWC 8 : 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 Teacher

NWC 9 : 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

Adult Literacy Instructor/Instructress
Family Support Officer

NWC 10 : 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
Programme Assistant

78. NATIONAL WOMEN'S COUNCIL (Contd)

NWC 11 : 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 Craft Teacher

NWC 12 : Rs 26345 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 - 46900

Supervisor, Women's Association

NWC 13 : 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

NWC 14 : Rs 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

Extension Officer (Personal) (Ex-SMEDA)

NWC 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
Assistant Procurement and Supply Officer (New Grade)

NWC 16 : 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 x 1100 - 54500 x 1450 - 55950

Programme Officer

NWC 17 : 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

NWC 18 : 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

NWC 19 : 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

Programme Coordinator

NWC 20 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Manager

79. NATIONAL WOMEN'S SPORTS COMMISSION

79.1 The National Women's Sports Commission (NWSC) has been set up under the Sports Act 2016 as a body corporate and operates under the *aegis* of the Ministry of Youth and Sports. Its mission is to empower and provide opportunities for women and girls to practise regular physical activities.

79.2 Main functions of the Commission are to: encourage and promote physical activities for women and school girls; work in collaboration with the Ministry of Gender Equality and Family Welfare, educational institutions, national and international sports organisations responsible for the promotion and organisation of sports; and to carry out appropriate studies to foster the practice of physical activities for women.

79.3 Since there was no submission from Management and the parent Ministry, the Bureau is bringing no change to the current structure. We are, however, providing for a personal salary to the Office Assistant in post.

79. NATIONAL WOMEN'S SPORTS COMMISSION

SALARY SCHEDULE

NWSC 1 : 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

Office Assistant (Personal)

80. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

80.1 Established under the Nelson Mandela Centre for African Culture Trust Fund (NMCACTF) Act No. 5 of 2000 (subsequently amended in 2013), the NMCACTF is mandated, *inter alia*, to: collect, publish and disseminate information with respect to the African and Creole arts and culture; organise lectures, seminars, workshops and exhibitions; finance projects for the benefit of descendants of slaves; and conduct sensitisation campaigns to motivate relevant stakeholders locally and internationally.

80.2 Its vision of converting the awareness of the African and Creole Culture into a strong sense of belonging is translated through a panoply of activities *viz* talks, debates, workshops and cultural shows. In the furtherance of its functions, the Fund has, since October 2021, opened an art gallery, known as 'The Lespas Lar', to provide an opportunity to contemporary artists from diverse background to exhibit their artworks.

80.3 Activities of the Fund are organised under four Units namely Research and Documentation, Administration, Finance and Cultural. A Director is responsible for the execution of the policy of the Board. With the support of technical, administrative and operational staff, he controls and manages the day-to-day business of the Fund.

80.4 For this Report, Management's proposal was centered precisely on the creation of additional levels namely Curator, Marketing/Public Relations Officer, Management Support Officer, Procurement and Supply Officer and Assistant Procurement and Supply Officer.

80.5 All the submissions have been examined and wherever it was not technically possible to accede to the requests, Management was so informed during meeting and provided with the relevant justifications. For a smoother functioning of the Fund, Management was advised to fill vacant posts. With a view to enabling the Fund to better achieve its objectives, we are in this Report, consolidating the existing structure through the creation of a few levels.

Curator (New Grade)

80.6 In support of its representation for the creation of a grade of Curator, Management has averred that presently such services are being hired for each art exhibition. Management has further stressed that this practice would be unsustainable and impractical in the long run. Consequently, a request was made for the creation of the said grade on the establishment of the NMCACTF. Having regard to the functional importance of the Fund as well as the strategic objectives of the 'Lespas Lar', the Bureau considers that the proposal of Management for the creation of this level is justified. We are, therefore, recommending accordingly.

Recommendation 1

80.7 We recommend the creation of a grade of Curator. Appointment thereto should be made by selection from among candidates possessing a Degree in Fine Arts or Performing Arts or Heritage Studies or History or Archaeology or Anthropology or an equivalent qualification.

80.8 Incumbent would be required, *inter alia*, to: be responsible for the day-to-day administration of the 'Lespas Lar', all artworks of the NMCACTF and to promote them at national level, and the academic interpretation, storage, security and care of collection and exhibitions; participate in the planning, design and supervision of exhibitions by undertaking research and selective materials/artworks; maintain the Register of artworks/objects; respond to public enquiries on the Collections and Exhibitions; carry out research, cataloguing and documentation; organise, document and co-ordinate all aspects of borrowing and lending of artworks/objects; and train staff.

80.9 In the performance of his duties, the 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.**

Assistant Procurement and Supply Officer (New Grade)

80.10 Management has submitted that in view of the increase in the volume of procurement activities especially with the launch of the 'Lespas Lar', there is need for dedicated grades to ensure its smooth running. Considering the extent of procurement activities devolving on the organisation, the Bureau is providing a grade of Assistant Procurement and Supply Officer which would meet the organisation's requirement.

Recommendation 2

80.11 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.

Management Support Officer (New Grade)

80.12 The support staff comprises the grade of Clerk/Word Processing Operator to perform clerical and secretarial duties. With an expansion in the activities of the organisation, Management has reported that the need is felt for a supervisory level. In examining the request, the Bureau considers that a grade of Management Support Officer would further strengthen the structure, enabling it to deliver effectively and efficiently. We are, thus, making an appropriate recommendation in this direction.

Recommendation 3

80.13 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.

Events Management Officer

80.14 Management has apprised that the Fund is envisaging to have a Souvenir Shop which would be at the disposal of the public. Hence, a request was made for the creation of a grade of Marketing/Public Relations Officer to effectively promote and raise awareness about the various activities and initiatives of the organisation. After perusing the proposed scheme of service and the existing structure of the Fund, the Bureau concludes that, in lieu of a new position, it would be more appropriate to enlarge the duties of the existing grade of Events Management Officer. We are recommending accordingly as well as providing an incentive for incumbent in post.

Recommendation 4

80.15 We recommend that Management should promptly amend the scheme of service of the grade of Events Management Officer by enlarging its duties to include, among others, to: develop and coordinate the marketing activities and programmes related to management of visitors and the promotion of the Fund and its Gallery, Lespas Lar; coordinate and develop the creation of products for the Gallery, Lespas Lar and other related goods for the organisation under the supervision of the Director; and ensure the proper management of visitors at the Fund and the Gallery, Lespas Lar.

80.16 We further recommend that the Events Management Officer in post as at 31 December 2025, should be granted one additional increment at salary point reached in the salary scale, subject to the top salary, as from the date the incumbent effectively starts performing the additional duties.

80. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND SALARY SCHEDULE

NMCAC 1 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840

Cultural Adviser
Cultural Animator

NMCAC 2 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565

Handy Worker (Semi Skilled)

80. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND
(Contd)

NMCAC 3 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver/Handy Worker

NMCAC 4 : 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

NMCAC 5 : Rs 24245 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

Audio Visual/Public Address Operator

NMCAC 6 : 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

NMCAC 7 : 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)

NMCAC 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

Assistant Procurement and Supply Officer (New Grade)

NMCAC 9 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Documentation Officer

NMCAC 10 : 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

NMCAC 11 : 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

NMCAC 12 : 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

Administrative Secretary
Curator (New Grade)
Events Management Officer
Research Officer

80. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND
(Contd)

NMCAC 13 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Head, Documentation and Research

NMCAC 14 : Rs 118000

Director

81. OPEN UNIVERSITY OF MAURITIUS

81.1 Set up in 2012 as a body corporate, the Open University of Mauritius (OUM) operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. As a growing public university, the OUM plays a pivotal role in enhancing access to flexible, affordable and quality higher education through blended open and distance learning mode to learners. Its objects are, *inter alia*, to: advance and disseminate learning and knowledge through a diversity of means; be the focal point for the provision of open and distance learning in Mauritius; and encourage the use of open and distance learning at all levels of education and training.

81.2 The Director-General is the chief executive and academic officer of the University. He is assisted in the performance of his duties by the Deputy Director-General and Directors/Heads of the different Divisions. Academics and non-academics in the different grades also provide support to Management.

81.3 Both Management and Union requested for the creation of several grades; upgrading of the salary of existing positions; restyling of a few grades; payment of allowances; and harmonisation of the different cadres with what obtains in other Higher Education Institutions (HEIs). During consultation, parties were apprised of the outcome of their representations and those which need to be dealt with administratively.

81.4 After examining all the requests, we are strengthening the structure with the creation of a few levels to enable the University to better meet its objectives; extending the provision on academic attainment to Professors; and reiterating existing provisions. We are also reviewing the qualifications requirement of the grade of Printing Operator and reinstating the grade of Technician (Audio Visual Production) and Technician (Engineering and Technology Services) which were evanescent.

Internal Audit Officer (New Grade)

81.5 Management requested for a dedicated grade to look into the proper control of all processes at the University. Considering the importance of internal audit in an organisation, we are recommending for the creation of a grade of Internal Audit Officer.

Recommendation 1

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

81.7 Incumbent would be required, among others, to: audit the finance, stores and other sections of the University; draft queries, memorandum or inspection reports arising out of the examination of the accounts and ensure that the Director-

General is informed promptly of explanations; and supervise, undertake and examine annual statements and draft reports thereon.

Library Officer (Roster) (New Grade)

Library Clerk (Roster) (New Grade)

81.8 The Library Unit presently comprises the grade of Head, Library Services, Librarian, Library Officer and Assistant Documentation Officer/Documentation Officer (Personal).

81.9 Management submitted that the OUM primarily caters for working students and library services are required outside conventional office hours particularly during Weekends. They, therefore, requested for the creation of a grade of Library Officer (Roster) to provide timely services to learners, against the abolition of that of Library Officer, which is vacant. Since there is operational requirement for this grade, we are recommending for its creation.

81.10 We are also providing for a subordinate level of Library Clerk (Roster) to assist the incumbents in the new grade of Library Officer (Roster).

Recommendation 2

81.11 We recommend the creation of a grade of Library Officer (Roster). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Documentation Officer/Documentation Officer (Personal). Upon 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 an equivalent qualification.

81.12 We also recommend that the grade of Library Officer be abolished.

81.13 Incumbent in the grade of Library Officer (Roster) would be required, *inter alia*, to: perform the same duties as those devolving on the non-roster grade of Library Officer, which has been abolished.

81.14 We further recommend the creation of a grade of Library Clerk (Roster). 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 and the Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of London Institute or an equivalent qualification.

81.15 Incumbent would be required, among others, to: assist in the day-to-day running of the Library; arrange and keep all library materials in order; record and process

library materials; charge and discharge library materials; compile library statistics; and assist in the shelf reading, stock taking, classification and cataloguing.

Printing Operator

81.16 At present, the grade of Printing Operator is filled from candidates possessing a Cambridge School Certificate with credit in at least five subjects, among others. Considering its nature of duties and to allow a wider pool of candidates to apply for the post, we are reviewing its qualifications requirement.

Recommendation 3

81.17 We recommend that, henceforth, the grade of Printing Operator should be filled by selection from among candidates possessing a Cambridge School Certificate; a 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 and reckoning at least two years' post-qualification experience in operating reprographic printing and finishing equipment.

Movement Beyond Top Salary

81.18 At present, Administrative Officers and Assistant Systems Analyst/Programmers now restyled Assistant IT Analyst/Programmers are allowed to move incrementally in the Master Salary Scale up to a salary point, subject to satisfying certain conditions. We are maintaining this provision whilst revising the salary points.

Recommendation 4

81.19 We recommend that, subject to satisfying the performance criteria as per recommendation made in the Chapter on Observations and General Provisions of this Volume:

(i) Administrative Officers should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750; and

(ii) Assistant IT Analyst/Programmers *formerly Assistant Systems Analyst/Programmers* possessing a Degree in Information Technology or Information Systems or Computer Science or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale by one increment.

81.20 Human Resource Officer/Senior Human Resource Officers, Senior Financial Operations Officers (Future Holder) and Senior Procurement and Supply 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.**

Incentive Scheme

81.21 In the 2021 PRB Report, an Incentive Scheme was introduced at the OUM for the benefit of academics, in line with what obtains in the academia. We are maintaining this provision in view of its continued validity.

Recommendation 5

81.22 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 16.9.8 under the Chapter Incremental Credit and Incremental Movement of Volume 1 of this Report;

(c) academics in post as at 31 December 2025, who as at that date possessed a PhD Degree recognised by the Board, should be eligible, on a personal basis, for 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 Research and Planning Manager

81.23 Provision exists for academics to be assigned the duties of Research and Planning Manager on a rotational basis, against payment of a monthly allowance equivalent to two increments at the salary point reached in their salary scale. We are reiterating this provision.

Recommendation 6

81.24 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 should be paid a monthly allowance equivalent to two increments at the salary point reached in his salary scale.

Sabbatical Leave Scheme

81.25 The setting up of a sabbatical leave scheme was recommended in our last Report. During consultations, Management apprised that the scheme is yet to be implemented.

81.26 Given that this provision was made to enable academics to devote time on scholarly research and keep abreast of new developments in their field as well as for staff development, we consider that Management should initiate prompt action for its implementation. We are, therefore, recommending along these lines.

Recommendation 7

81.27 We recommend that the Open University of Mauritius should expedite the setting up of a Sabbatical Leave Scheme for its academic staff, in line with recommendation made at paragraph 71.65 in Volume 2 Part II of the 2021 PRB Report.

Consultancy Services

81.28 The distribution ratio with regard to Consultancy Services as per existing provision is considered appropriate and is being maintained.

Recommendation 8

81.29 We recommend that, for consultancy services the distribution ratio of the net income between academic and supporting staff and the University should continue to be:

(i) 2:1 for Research and Consultancy; and

(ii) 4:1 for short courses, seminars and workshops.

Private Work for Registered Professionals

81.30 Presently, full-time academic staff who are registered professionals are allowed to exercise their profession, provided same is conducted outside their normal working hours and is not in conflict with their work at the University. **As this arrangement is appropriate, we recommend that it should continue to prevail**.

Duty Remission Facilities for Senior Lecturers

Recommendation 9

81.31 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 16.2.17 (No. 2) of Volume 1 of this Report though drawing a salary in a scale the maximum of which is less than Rs 118000.

Special Provision for Academics

Recommendation 10

81.32 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 86750 and not more than Rs 122000 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 recommendation made in the Chapter on Observations and General Provisions of this Volume.

Academic Attainment

81.33 Academics in the grades of Lecturer, Senior Lecturer and Associate Professor are presently granted additional increments for academic attainment subject to satisfying certain conditions. We are extending this benefit to Professors of the OUM in line with what has been recommended for their counterparts in other higher education institutions. Additionally, the guidelines provided in the last PRB Report for a uniform implementation of the provision are being reiterated.

Recommendation 11

81.34 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree 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 in the Master Salary Scale.

81.35 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should continue to 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 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.

81.36 We also recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 81.32 above shall deem to be the new top salary.

81.37 We further recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:

(i) have drawn their revised salary for at least 12 months; and

(ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:

(a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;

(b) supervised at least two PhD Degree theses;

(c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and

(d) reckon experience in:

(i) the organisation of conferences/seminars/ workshops/policy dialogues;

AND

(ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Political Activities

81.38 Full-time employees of the OUM are not allowed to participate in active politics with a view to ensuing a smooth running on the operations of the University. **We recommend that this provision be maintained**.

81. OPEN UNIVERSITY OF MAURITIUS

SALARY SCHEDULE

OUM 1 : Rs 30265

Safety and Health Officer (Part-Time) (Personal)

OUM 2 : 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

OUM 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

OUM 4 : 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
formerly Office Attendant

OUM 5 : 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
formerly Driver/Office Attendant

OUM 6 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Driver/Office Auxiliary (on roster)
formerly Driver/Office Attendant (on roster)
Handy Worker/Tradesman (Skilled)

OUM 7 : 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

OUM 8 : 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

OUM 9 : 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 - 40110

Senior Handy Worker/Tradesman (Skilled)

OUM 10 : Rs 24545 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

Printing Operator

81. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 11 : **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

OUM 12 : **Rs 26045 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 - 46900**

Library Clerk (Roster) (New Grade)

OUM 13 : **Rs 27265 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 - 47950**

Technician (Audio Video Production)
Technician (Engineering and Technology Services)

OUM 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

OUM 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**

Assistant Financial Operations Officer
Assistant Procurement and Supply Officer

OUM 16 : **Rs 30615 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 - 51200**

Technician (Audio Video Production) [Personal to Technicians (Operations) of ex-MCA]

OUM 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 - 53400**

Assistant Documentation Officer/Documentation Officer (Personal)

OUM 18 : **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 (New Grade)

OUM 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

OUM 20 : **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Higher Executive Officer (Personal)
Financial Operations Officer
Procurement and Supply Officer

81. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 21 : 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

OUM 22 : 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

OUM 23 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)
Senior Procurement and Supply Officer (Future Holder)

OUM 24 : 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

Assistant Systems Analyst (Personal)
Maintenance Officer
Printing Officer

OUM 25 : 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 – 55950 QB 57400 x 1450 - 58850 x 1750 – 60600

Senior Technician (Engineering and Technology Services)

OUM 26 : 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 - 58850 x 1750 - 60600

Senior Technician (Audio Video Production)

OUM 27 : Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Printing Officer (Personal)

OUM 28 : Rs 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

Library Officer (Roster) (New Grade)

OUM 29 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)
Senior Procurement and Supply Officer (Personal)

81. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 30 : 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

OUM 31 : 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 - 67900

Assistant IT Analyst/Programmer
formerly Assistant Systems Analyst/Programmer
Graphics Artist/Senior Graphics Artist

OUM 32 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Financial Operations Officer

OUM 33 : 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 - 73600 QB 75500 x 2250 - 77750

Audio Video Executive
Technical Executive (Engineering and Technology Services)

OUM 34 : 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

Administrative Officer
Copy Editor
Examinations Officer
Human Resource Management Officer
Instructional Systems Designer
Marketing and Public Relations Officer
Quality Assurance Officer
Student Affairs Officer

OUM 35 : 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

Librarian
Systems Engineer
Web Multimedia Developer/Communication Designer

OUM 36 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Senior Printing Officer

81. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 37 : 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 - 86750

Academic Media Coordinator (Personal)

OUM 38 : 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 Analyst/Senior Systems Analyst

OUM 39 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

OUM 40 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Graphics Officer (Personal)
Senior Printing Officer (Personal to officers in post as at 30.06.08)

OUM 41 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer
Technical Officer/Senior Technical Officer (Research) (ex-Service Providing Institutions) (Personal)

OUM 42 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Audio Video Executive
Senior Technical Executive (Engineering and Technology Services)

OUM 43 : 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

Assistant Registrar
Head, Audio Video Production
Head, Engineering and Technology Services
Head Graphics, Publishing and Printing (Personal)
Head, Library Services
Marketing and Public Relations Manager
Manager Consultancy, Partnership and Collaboration
Senior Academic Media Coordinator

OUM 44 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager
formerly Information Technology Manager

81. OPEN UNIVERSITY OF MAURITIUS (Contd)

OUM 45 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Financial Controller
Senior Lecturer

OUM 46 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Deputy Registrar

OUM 47 : Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Principal Academic Media Coordinator

OUM 48 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Registrar

OUM 49 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Associate Professor
Director (Academic Affairs) (Personal)
Director (Language Institute)
Director (Multimedia and ICT Services)
Director (Open School)
Director (Quality Assurance and Capacity Building)

OUM 50 : Rs 138000

Professor

OUM 51 : Rs 146000

Deputy Director-General

OUM 52 : Rs 182000

Director-General

82. OUTER ISLANDS DEVELOPMENT CORPORATION

82.1 The Outer Islands Development Corporation (OIDC), a body corporate established under Act No. 41 of 1982, is entrusted with the responsibility for the management and development of the Islands of Agalega and St. Brandon. These form part of the territorial area of the Republic of Mauritius.

82.2 Over the years, the Corporation has emerged as a socio-economic organisation. Its objects are to: contribute to the economy of Mauritius; promote social, environmental and human development; upgrade the living conditions of the inhabitants of Agalega; ensure that law and order is maintained in the Outer Islands; promote sustainable development through the use of renewable energy and the development of such activities that will lead to more economic growth of the Outer Islands.

82.3 A brief description of the Outer Islands, forming part of the State of Mauritius, other than Rodrigues is enunciated in the ensuing paragraphs:

Agalega

Located at 1000 km North of Mauritius, Agalega comprises two islands, *viz.* the North and the South straddling over a total area of 2600 hectares which is surrounded with coconut plantations.

North Island

Two villages, specifically, Village 25 and Village La Fourche form part of the North Island. While most activities of the island such as the Administration, Police, Primary and Secondary Schools, Health Centre, Churches, Shops, Mauritius Telecom, Oil Mill, Meteorological Services and airstrip are concentrated in Village 25, Village La Fourche dwells the Port Saint James/Saint James Jetty, the National Coast Guard Post and the radar system for the surveillance of the marine zone.

South Island

Saint Rita Village is the only village in the South Island and its main activities are agriculture, coconut plantation and livestock project.

The Resident Manager is responsible for the administration of Agalega Islands and welfare of its 300 inhabitants.

St Brandon

Situated at about 400 km to the North East of Mauritius, St Brandon Group of Islands includes 28 islets and spreads over a total area of 500 acres. The Archipelago supports valuable fishery stocks and a diversity of marine fauna and flora. Though the islands are not inhabited, there are some fishermen working on a temporary basis.

82.4 Being at the apex, the General Manager is responsible for the execution of the policy of the Board and control as well as management of the day-to-day business of the Corporation. The support services are provided by officers belonging to the Professional, Technical, General Services Cadres and employees of Workmen's Group.

82.5 Representations from staff side were centred on the readjustment of salaries in view of the introduction of National Minimum Wage; reduction of the duration of the tour of service to Agalega; restyling/merging/creation of grades; implementation of flexi-time and grant of training. Management, on its part, canvassed the creation of additional levels and the restyling of the grade of Purchasing and Marketing Assistant. During consultations, the Bureau justified its stand for requests which could not be taken on board.

82.6 After examination of all the representations, the Bureau considers that the Corporation is structurally well equipped to deliver on its mandate. Hence, we are maintaining a status quo to the current organisation structure whilst revising the specific allowances.

Movement for Human Resource Officer/Senior Human Resource Officer

82.7 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 related thereto has been made in the Chapter on Observations and General Provisions of this Volume.**

Resident Manager

82.8 As recommended in our past Reports, **appropriate means of commutation, for both official and private purposes, should be provided to the Resident Manager** considering the topography of the island and the fact that incumbent is required to be available on a 24-hour basis. This provision is still valid and is being upheld.

Recommendation 1

82.9 We recommend the continued provision of an appropriate means of commutation for both official and private purposes to the Resident Manager.

Inducement Allowance

82.10 An Inducement Allowance equivalent to 60% of their monthly salary is paid to Mauritian officers posted to Agalega Islands on a contractual basis. This provision, which is still relevant, is being reiterated.

Recommendation 2

82.11 We recommend that:

(i) officers on contractual employment posted to Agalega Islands should continue to be granted an Inducement Allowance equivalent to 60% of their monthly salary; and

(ii) the monthly Inducement Allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

Disturbance Allowance

82.12 As per existing provision, officers residing in Mauritius who are called upon to serve in Agalega and St. Brandon on a tour of service ranging between four to six months are entitled to a monthly Disturbance Allowance equivalent to 60% of their gross salary. In view of its relevancy, we are maintaining the prevailing provisions.

Recommendation 3

82.13 We recommend the continued payment of a monthly Disturbance Allowance equivalent to 60% of gross salary (basic salary plus salary compensation at approved rates) to officers residing in Mauritius and who are called upon to serve in Agalega and St Brandon on a tour of service.

82.14 We equally recommend that the monthly Disturbance Allowance payable to these officers be prorated with respect to the duration of their stay in these islands.

Abolition of Grades

82.15 As the grades of Administrative Manager (Personal), Social Worker (Personal), Clerk (Personal) and Assistant Stores Officer (Personal) are vacant, **they are being abolished**.

82. OUTER ISLANDS DEVELOPMENT CORPORATION

SALARY SCHEDULE

OIC 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

82. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

OIC 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Caretaker
Childcare Assistant
Facilitator Pre-Primary
Handy Worker
Office Assistant

OIC 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Bakery Operator (Agalega)
Shop Assistant
Tradesman's Assistant

OIC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Operative (Agalega)

OIC 5 : 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
formerly Office Attendant

OIC 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565

Boatman

OIC 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
Driver/Office Auxiliary
formerly Driver/Office Attendant
Shopkeeper

OIC 8 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

OIC 9 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Tradesman

82. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

OIC 10 : 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 Head Office Attendant

OIC 11 : 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

Telephone Operator/Receptionist

OIC 12 : Rs 24545 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

Crane Operator (Agalega)

OIC 13 : 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

Support Officer

OIC 14 : Rs 26645 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

Driver (Heavy Mechanical Unit)

OIC 15 : Rs 24245 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

Clerk Assistant

OIC 16 : 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 - 43990

Store/Indent Officer

OIC 17 : 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

Purchasing and Marketing Assistant

OIC 18 : 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

OIC 19 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Foreman

82. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

OIC 20 : Rs 26645 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 - 46900

Data Records Officer

OIC 21 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900

Maintenance Technician

OIC 22 : Rs 26345 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 - 46900 x 1050 - 47950

Works Officer

OIC 23 : 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

OIC 24 : 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

Public Relations Officer

OIC 25 : 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
Assistant Accounts Officer
Assistant Agricultural Development Officer
Assistant Procurement and Supply Officer

OIC 26 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Workshop Supervisor

OIC 27 : 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 - 52300

Assistant Coordinator, Social Work

OIC 28 : 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

OIC 29 : 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 - 55950

Senior Maintenance Technician

82. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

OIC 30 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

OIC 31 : 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

OIC 32 : 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

Administrative Assistant

OIC 33 : 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

Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer

OIC 34 : 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 - 62350

Accounts Officer/Senior Accounts Officer

OIC 35 : 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

OIC 36 : Rs 33600 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

Assistant Resident Manager

OIC 37 : 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 - 67900

Agricultural Development Officer

OIC 38 : 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

Administrative Officer
Coordinator, Social Work
Project Coordinator

82. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

OIC 39 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

OIC 40 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer

OIC 41 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Resident Manager

OIC 42 : Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy General Manager

OIC 43 : Rs 138000

General Manager

83. PRESIDENT'S FUND FOR CREATIVE WRITING

83.1 Operating under the *aegis* of the Ministry of Arts and Culture, the President's Fund for Creative Writing (PFCW) is a body corporate which aims at fostering and promoting creative writing endeavours in all languages. At the incipient stage, activities of the Fund were restricted to English language only. However, in 2010, following amendment to the Finance and Audit Act, the scope of the Fund was extended to other languages, written and spoken in Mauritius.

83.2 The main object of the Fund is to provide financial support initiative aimed at encouraging and assisting deserving native writers who aspire to have their creative work published. This is achieved mainly through various schemes to encourage and support deserving Mauritian writers wishing to have their creative writings published. Additionally, the PFCW organises workshops and forums in creative writing in collaboration with other stakeholders, essay and short story writing competitions and other literary activities, among others. It also plays a crucial role in nurturing talent, enabling writers to focus on their craft without financial burdens, and contributing to the broader cultural landscape.

83.3 Based on information obtained from Management, as at date, there is no employee or dedicated grade on the establishment of the Fund and no proposal has been made in that regard.

84. PRIVATE SECONDARY EDUCATION AUTHORITY

84.1 The Private Secondary Education Authority (PSEA) operates as a body corporate under the *aegis* of the Ministry of Education and Human Resource. Its mission is to act as a regulator/facilitator for Private Secondary Schools (PSS) in both Mauritius and Rodrigues as well as to uphold partnership along with good governance among stakeholders.

84.2 It is also responsible, *inter alia*, for: promoting and encouraging education in secondary schools; the payment of grants to secondary schools while ensuring that same are being used for the intended purposes; and the registration/inspection of secondary schools, their Managers, Rectors along with members of teaching and non-teaching staff.

84.3 The PSEA comprises several Sections/Units, namely Supervision Section, Administration Section, Grants Monitoring Unit, among others. A Director is responsible for the execution of the policy of the Authority as well as the control and management of its day-to-day business. He is supported by officers in grades falling under professional/technical cadres and employees of the Workmen's Group.

84.4 For this review exercise, both Management and the staff side made proposals for the creation of additional levels. In addition, Unions made representations for review of qualifications requirement; upgrading of salary; and on specific Conditions of Service while Management requested for the grant of duty exemption on the purchase of a car to some grades. All requests have been examined and we are making appropriate provisions.

Maintenance Officer (New Grade)

84.5 Management has apprised that there is functional need for a dedicated grade to look into issues related to office accommodation, furniture and equipment, maintenance of building together with physical environment of the PSEA. We are recommending accordingly.

Recommendation 1

84.6 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 and reckoning at least three years' experience in building construction/electrical works.

84.7 Incumbent would be required, *inter alia*, 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; make regular inspection of existing infrastructure and submit reports thereon; and be responsible for maintenance as well as repairs of plant, furniture and equipment, buildings and related infrastructure.

Administrative Officer
formerly Administrative Assistant

84.8 Officers in the grade of Administrative Assistant at the PSEA are called upon to: assist in formulating, in line with rules and regulations and best practices, administrative procedures and policies of the Authority; promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness; and implement and coordinate projects, among others. Management has informed that these officers are performing additional higher level duties and there is need to restyle and upgrade the position. The newly filled-in Job Description Questionnaires have been examined and it has been observed that the officers are indeed performing duties at a higher level. Also, it has been noted that the existing scheme of service is outdated and needs to be revised. We are making appropriate provisions to that effect.

Recommendation 2

84.9 We recommend that the grade of Administrative Assistant be restyled Administrative Officer.

84.10 We also recommend that the scheme of service of the grade of Administrative Officer *formerly Administrative Assistant* should be amended to include the additional duties being performed and consequential amendments should be brought thereto with the restyling of the grade of Higher Executive Officer to Office Management Assistant.

84.11 We further recommend that, as from 01 January 2026, officers who will be appointed in the grade of Office Management Assistant *formerly Higher Executive Officer* as well as incumbents in grades from the Financial Operations and Procurement and Supply Cadres should possess a Degree in the relevant field to be eligible to apply for the post of Administrative Officer *formerly Administrative Assistant*.

84.12 The above has been taken into consideration in arriving at the salary scale recommended for the grade.

Quality Assurance Officer

84.13 The qualifications requirement for the grade of Quality Assurance Officer are being reviewed in line with what obtains for comparable positions in other organisations.

Recommendation 3

84.14 We recommend that:

(i) the grade of Quality Assurance Officer be made evanescent and incumbent be granted a personal salary; and

(ii) a grade of Quality Assurance Officer (Future Holder) be established. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree; a Master's Degree

and reckoning at least three years' post-qualification experience in teaching or teacher training or curriculum development or school development/inspection in a large institution/department in the Education Sector.

Psychologist (Education)
formerly Educational Psychologist

Recommendation 4

84.15 We recommend that the grade of Educational Psychologist be restyled Psychologist (Education).

Risk Allowance

84.16 Request was made for the payment of a Risk Allowance to officers in the grade of Educational Social Worker due to the nature of their duties. After examining the request, we are making an appropriate recommendation in view of risk faced by the Educational Social Workers.

Recommendation 5

84.17 We recommend that Management should arrange for a Risk Assessment Exercise to be carried out by the Departmental Safety and Health Committee of the organisation in line with provisions made in the Chapter on Risk, Insurance and Compensation in Volume 1 of this Report.

Senior Financial Operations Officer (Future Holder)

Human Resource Officer/Senior Human Resource Officer

84.18 Senior Financial Operations Officer (Future Holder) and Human Resource Officer/Senior Human Resource Officers who possess the relevant Diploma 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.**

Abolition of Grade

84.19 Management has submitted that the grade of Executive Officer (Personal to officers in post as at 31.12.15) is vacant and would no longer be required. **The grade is, therefore, being abolished**.

84. PRIVATE SECONDARY EDUCATION AUTHORITY
SALARY SCHEDULE

PSEA 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

84. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

PSEA 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

PSEA 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

PSEA 5 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener

PSEA 6 : 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
formerly Office Attendant

PSEA 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/Office Auxiliary
formerly Driver/Office Attendant

PSEA 8 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Binder

PSEA 9 : 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

PSEA 10 : 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

PSEA 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

Word Processing Operator

84. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 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
formerly Clerical Officer/Higher Clerical Officer

PSEA 13 : 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 - 47950

Senior Word Processing Operator

PSEA 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

PSEA 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

Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Statistical Officer

PSEA 16 : 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

PSEA 17 : 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

PSEA 18 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Computer Officer
Financial Operations Officer
Procurement and Supply Officer

PSEA 19 : 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

Educational Social Worker

PSEA 20 : 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
formerly Higher Executive Officer

84. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 21 : 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
Public Relations Officer

PSEA 22 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)

PSEA 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 x 1750 - 60600

ICT Technician
Maintenance Officer (New Grade)

PSEA 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

PSEA 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 - 62350 x 1850 - 64200

Safety and Health Officer/Senior Safety and Health Officer

PSEA 26 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Assistant Manager, Financial Operations

PSEA 27 : 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

Administrative Officer
formerly Administrative Assistant
Project Coordinating Officer
Quality Assurance Officer (Future Holder)

PSEA 28 : 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

Psychologist (Education)
formerly Educational Psychologist

PSEA 29 : 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

84. PRIVATE SECONDARY EDUCATION AUTHORITY (Contd)

PSEA 30 : 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 Analyst/Senior Systems Analyst

PSEA 31 : 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 - 86750

Internal Auditor/Senior Internal Auditor

PSEA 32 : 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 - 86750

Supervisor/Senior Supervisor

PSEA 33 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager, Financial Operations

PSEA 34 : Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Quality Assurance Officer (Personal to officers in post as at 31.12.25)

PSEA 35 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Principal Supervisor

PSEA 36 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Finance Manager

PSEA 37 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Secretary

PSEA 38 : Rs 97000 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Deputy Director

PSEA 39 : Rs 150000

Director

85. PROFESSOR BASDEO BISSOONDOYAL TRUST FUND

85.1 Established under the Professor Basdeo Bissoondoyal Trust Fund (PBBTF) Act No 1 of 2005 as a body corporate, the PBBTF has as objectives to: collect and preserve the writings of Professor Basdeo Bissoondoyal as part of the Mauritian literary heritage; promote a greater understanding and dissemination of his literary creations nationally and internationally; perpetuate the concept of social service with a view to inspiring the new generations to follow his principles; encourage the study of his works and ideals as well as his principles based on the Indian Culture heritage, Gandhian philosophy and universal values; and promote intercultural dialogue and understanding through the literary works of the Professor.

85.2 In accordance with its Act, the administration and control of the affairs of the Fund shall be vested in a Board of Trustees. Presently, there are no officers appointed on the establishment of the Fund.

85.3 To facilitate the Fund in achieving its mandate, the Ministry of Arts and Culture proposed the creation of a grade of Clerk/Word Processing Operator. We are recommending accordingly.

Clerk/Word Processing Operator (New Grade)

Recommendation 1

85.4 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.

85.5 Incumbent would be required, among others, to: prepare, scrutinise and process simple documents and records; type and collate official documents; and perform clerical duties related to finance, human resource, registry and procurement and supply under supervision.

85. PROFESSOR BASDEO BISSOONDOYAL TRUST FUND

SALARY SCHEDULE

PBBTF 1 : 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)

86. PUBLIC OFFICERS' WELFARE COUNCIL

86.1 The Public Officers' Welfare Council (POWC) operates under the *aegis* of the Ministry of Public Service and Administrative Reforms (MPSAR). It envisions to become a role model in the promotion of welfare and work life balance in the public service.

86.2 In line with its mandate, it caters for the welfare of public officers and their families through the organisation of recreational and cultural activities; disseminates information on public service matters; sets up and operates schemes or projects for the benefit of public officers and their families, as well as advises the Minister on matters relating to welfare of public officers.

86.3 A Welfare Events Organiser is at the head of the POWC. In this capacity, the officer is, among others, responsible for planning, organising and coordinating the functions, activities and other events of the Council. Whereas, support service is provided by officers in the grades of Management Support Officer, Office Auxiliary/Senior Office Auxiliary and Handy Worker on secondment from the MPSAR.

86.4 It is relevant to note that the grades of Senior Officer and Clerk/Word Processing Operator on the establishment of the Council are currently vacant. The MPSAR has supported the request of the POWC for the creation of the grades of Senior Welfare Events Organiser and Management Support Officer and has informed that the grade of Senior Officer would no longer be required. The Ministry has apprised that pending recruitment of officers on the establishment of POWC, the present arrangement of availing of the services of Management Support Officers on secondment be maintained.

86.5 Additionally, the Bureau was informed that the Council would continue to have recourse to part-timers for finance, human resources and procurement and supply as it does not warrant full-time officers for these functions. Upon examination of all the requests, the grade of Management Support Officer is being provided on the basis of functional needs whilst the grade of Senior Officer is being abolished.

Management Support Officer (New Grade)

Recommendation 1

86.6 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.

86. PUBLIC OFFICERS' WELFARE COUNCIL

SALARY SCHEDULE

POWC 1 : 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

POWC 2 : 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)

POWC 3 : Rs 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

Welfare Events Organiser

87. QUALITY ASSURANCE AUTHORITY

87.1 The Quality Assurance Authority (QAA) has been established under the Higher Education Act of 2017 as a statutory body. It operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. Its objects are to: promote, maintain and enhance quality assurance of higher education; and enhance and identify good practice in higher education. As the national quality assurance authority, the QAA plays a crucial role in ensuring that qualifications offered by institutions in Mauritius meet international standards.

87.2 An Executive Director is at the helm of the Authority and she 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. Incumbent is assisted in the discharge of her duties by a Manager (Quality Assurance) and an Assistant Secretary, as well as officers at professional, technical and support levels.

87.3 Both Management and Union have requested for the creation of a plethora of grades to significantly reinforce the structure following the transition from the defunct Tertiary Education Commission (ex-TEC). Proposals have also been made to restyle certain positions. After an examination of the structure, we have provided for a few grades that would contribute in enhancing the enabling functions of the Authority.

87.4 Proposals were equally made, among others, to abolish grades that are no longer required and amend the mode of appointment of grades along with the payment of allowance to officers for performing additional duties. Parties were apprised that such issues need to be looked into administratively by Management.

87.5 Demands were also made for an upward review of the salary of certain grades, in line with what obtained at the ex-TEC. In the context of the integration exercise of employees of the defunct institution into the QAA, the grades have been reassessed, based on their proposed scheme of service and also after taking into account the mandate of the Authority. In the process, officers in post in the grades concerned at the ex-TEC have not been worsened salary-wise Therefore, the lower salaries granted to certain grades upon their integration into the QAA should not be construed as anomalous.

87.6 As highlighted earlier, we are consolidating the structure, as provided in the ensuing paragraphs.

IT Analyst (New Grade)

87.7 The IT Section presently comprises only a grade of ICT Technician. In view of the digitalisation of all functions at the QAA, both Management and Union have requested for the creation of professional levels, namely IT Manager and Systems Administrator.

87.8 We view that a managerial position is not warranted at this stage, but instead a level of IT Analyst would be beneficial to the Authority. We are, therefore, recommending for its creation.

Recommendation 1

87.9 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

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

Assistant Financial Operations Officer (New Grade)

87.10 The Finance Section is currently manned by a Senior Financial Operations Officer. Proposal for the creation of a grade of Financial Operations Officer to assist the latter was made by both Management and Union.

87.11 After examining the request, we consider that the grades of Assistant Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer would be adequate for the smooth running of the Finance Section. Consequently, we are providing for the phasing out of the grade of Senior Financial Operations Officer.

Recommendation 2

87.12 We recommend the creation of a grade of Financial Operations Officer/Senior Financial Operations Officer. Appointment thereto should be made in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

87.13 Incumbent would be required, among others, to: advise on matters related to financial operations and management, and transactions at the QAA; ensure that financial, procurement and other relevant legislations and regulations are understood, correctly applied and fully complied with; ensure that financial operations are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislation, regulations and circulars; prepare payrolls, payment vouchers and other remittances; and prepare/assist in the preparation of Budget Estimates.

87.14 We further recommend the creation of a grade of Assistant Financial Operations 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.

87.15 We also recommend that the grade of Senior Financial Operations Officer should be made evanescent.

Assistant Procurement and Supply Officer (New Grade)

87.16 There is presently no dedicated grade on the establishment of the QAA to perform procurement duties. The Union has thus requested for the creation of the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer. Management on its side proposed for the creation of a merged level of Procurement and Supply Officer/Senior Procurement and Supply Officer and a subordinate grade of Assistant Procurement and Supply Officer.

87.17 Taking into account the size of the organisation and level of activities thereat, we consider that a grade of Assistant Procurement and Supply Officer would be sufficient at this stage. We are recommending accordingly.

Recommendation 3

87.18 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.

Administrative Officer
formerly Assistant Secretary

87.19 Pursuant to the guidelines provided in the 2021 PRB Report for administrative grades, the grade of Assistant Secretary needs to be restyled to a more appropriate appellation, to better reflect the nature and level of duties/responsibilities devolving upon incumbent. We are, therefore, providing for its restyling.

Recommendation 4

87.20 We recommend that the grade of Assistant Secretary be restyled Administrative Officer.

Movement Beyond Top Salary

87.21 Human Resource Officer/Senior Human Resource Officers and Financial Operations Officer/Senior Financial Operations Officers should be allowed to move incrementally beyond their top salary in the Master Salary Scale subject to satisfying certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

87. QUALITY ASSURANCE AUTHORITY

SALARY SCHEDULE

QAA 1 : 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
formerly Driver/Office Attendant

87. QUALITY ASSURANCE AUTHORITY (Contd)

QAA 2 : 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

QAA 3 : 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

QAA 4 : 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

QAA 5 : 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 (New Grade)
Assistant Procurement and Supply Officer (New Grade)

QAA 6 : 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

QAA 7 : 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
formerly Higher Executive Officer (Personal)

QAA 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

QAA 9 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

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

QAA 10 : 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

Documentation Officer
ICT Technician

QAA 11 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

87. QUALITY ASSURANCE AUTHORITY (Contd)

QAA 12 : 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

Administrative Officer
formerly Assistant Secretary
Quality Assurance Officer
formerly Assistant Quality Assurance Officer

QAA 13 : 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

IT Analyst (New Grade)

QAA 14 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Quality Assurance Officer
formerly Quality Assurance Officer

QAA 15 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Manager (Quality Assurance)

QAA 16 : Rs 150000

Executive Director

EX-TERTIARY EDUCATION COMMISSION

SALARY SCHEDULE

TEC 1 : 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

Programme Officer (Personal)

88. RABINDRANATH TAGORE INSTITUTE

88.1 Established as a body corporate, the Rabindranath Tagore Institute (RTI) operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. In the pursuit of its mission, the Institute fosters the preservation of the rich and diverse Indo-Mauritian cultural heritage, including the Mauritian artistic and cultural creativity.

88.2 The main objectives of the Institute are to: establish a centre of studies of Indian culture and traditions; and promote education and culture generally. It dispenses tertiary level courses in the field of film production in collaboration with the Mahatma Gandhi Institute and the University of Mauritius and also runs various non-award short courses and/or hobby courses in the fields of painting, music, dance and craftwork, among others.

88.3 A Director, who is at the apex of the Institute, is responsible for its day-to-day management and overall control. Incumbent is assisted by officers in teaching, professional, technical and supporting grades in the discharge of his duties.

88.4 In the context of this Report, the Bureau did not receive any representation from the staff side. Management on its part, requested for a strengthening of the organisation structure through the creation of the grades of Accountant/Senior Accountant, Senior Lecturer and Office Management Assistant.

88.5 We noted that a few grades created on the establishment of the RTI have remained unfilled. Prior to further reinforce the structure, the Bureau considers that, in a first instance, these vacant posts should be filled. With regard to the proposal to create the grades of Senior Lecturer and Office Management Assistant, Management was informed that in view of the current establishment size, the creation of supervisory/higher positions would not be appropriate. We are, however, consolidating the structure of the Finance Section.

Accountant (New Grade)

88.6 The Finance Section is presently manned by an Accounts Officer and officers in the grade of Accounts Clerk, while a Bursar from the Mahatma Gandhi Institute oversees the financial matters of the RTI. In parallel, the Institute has been resorting to the services of Accountants on contractual terms but the arrangement did not work.

88.7 In the circumstance, Management requested for the creation of a professional level in the accountancy field on its establishment. Since the proposal is justified, we are, providing for a grade of Accountant.

Recommendation 1

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

88.9 Incumbent would be responsible to the Director (RTI) for the accounting and financial management of the Institute and be required, *inter alia*, to: keep records in respect of funds managed by the RTI and prepare financial statements and other statutory financial reports; make recommendations to the Director (RTI) taking into account established financial and economic policy; and provide training and guidance to staff working under his/her responsibility and to supervise their work.

Special Provision for Academics

Recommendation 2

88.10 We recommend that Lecturers 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 Chapter on Observations and General Provisions of this Volume.

Academic Attainment

88.11 Academics in the grade of Lecturer are presently granted additional increments for academic attainment, subject to satisfying certain conditions. In the 2021 PRB Report, we provided guidelines for a uniform implementation of this provision in all higher education institutions. Given that the present arrangement is appropriate, we are retaining it.

Recommendation 3

88.12 We recommend that Lecturers holding a PhD Degree and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scale 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.

88.13 The following should continue to 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 grade 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.

88.14 We also recommend that for implementation of the recommendation on academic attainment, the new salary point reached by virtue of the provision made at paragraph 88.10 above, shall deem to be the new top salary.

88. RABINDRANATH TAGORE INSTITUTE

SALARY SCHEDULE

RTI 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

RTI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

RTI 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener/Nursery Attendant

RTI 4 : 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
formerly Driver/Office Attendant

RTI 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Electrician

RTI 6 : 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

RTI 7 : Rs 24545 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

ICT Laboratory Auxiliary
formerly Computer Laboratory Auxiliary

RTI 8 : Rs 24545 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 - 43990

Audio Visual Operator

88. RABINDRANATH TAGORE INSTITUTE (Contd)

RTI 9 : 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
Library Clerk

RTI 10 : 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

RTI 11 : 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
Assistant Procurement and Supply Officer

RTI 12 : 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

RTI 13 : 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

RTI 14 : 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

Library and Documentation Officer
Maintenance Officer

RTI 15 : 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

Administrative Officer

RTI 16 : 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

Accountant (New Grade)

RTI 17 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer

88. RABINDRANATH TAGORE INSTITUTE (Contd)

RTI 18 : Rs 138000

Director (Rabindranath Tagore Institute)

89. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

89.1 The Rajiv Gandhi Science Centre Trust Fund (RGSCTF) has been established as a body corporate under Act No. 6 of 1994 and operates under the *aegis* of the Ministry of Tertiary Education, Science and Research.

89.2 Its objectives are to promote science and technology through various programme, activities and exhibitions; supplement school education in a non-formal way by programming science demonstration lectures, science fairs and science seminars for school students; and inculcate scientific awareness in current and relevant fields and curiosity among the public in general.

89.3 Being at the apex, the Director is responsible for the execution of the policy of the Board as well as the control and management of the Centre. He is assisted in his tasks by a Deputy Director and officers in the professional, technical, administrative cadres and supported by staff of other occupational groups.

89.4 Common representations made by both staff side and Management pertain to review of salary scales; and creation of some levels. The Union also requested for a change in appellation and mode of appointment of a few positions. Additionally, Management proposed the restyling of the grade of Receptionist/Telephone Operator.

89.5 During consultative meetings, stakeholders were apprised of the representations which could not be retained along with the justifications thereof. The views of the RGSCTF were also sought on some of the proposals emanating from the staff side. Requests for change in appellation of some grades have been studied in light of available information as some officers did not submit their Job Description Questionnaires.

89.6 Additionally, the Bureau effected a site visit at the Centre to assess the need for a grade of Aquaponic Gardener. Since the aquaponic garden has not yet been set up, the Bureau is not providing for a new grade at this stage.

89.7 Upon examination of the proposals, we are creating a grade of Safety and Health Officer on part-time basis and reviewing the mode of appointment to the grade of Exhibition Officer.

Safety and Health Officer (Part-time) (New Grade)

89.8 The RGSCTF conducts major activities such as the National Science Week, the Science Quest and "*Deba Klima*", for which stringent safety and health regulations have to be followed. The Bureau has been informed that in view of the large number of young visitors at the Centre, it is essential to monitor as well as manage safety and health issues in relation to the risks and hazards in the premises of the Centre.

89.9 After analysing the request, the Bureau is making appropriate recommendation.

Recommendation 1

89.10 We recommend the creation of a grade of Safety and Health Officer (Part-time). 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.

89.11 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 safety and health 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.

Exhibition Officer

89.12 Currently, the grade of Exhibition Officer is filled from among candidates possessing a Degree in Commercial Arts or Fine Arts or Visual Arts or Applied Arts and reckoning at least two years' working experience. The Union requested that the mode of appointment to the grade of Exhibition Officer be amended to be from among Maintenance and Development Officers posted in the Graphics and Multimedia Divisions. Management is agreeable to this request and we are recommending accordingly.

Recommendation 2

89.13 We recommend that, henceforth, appointment to the grade of Exhibition Officer should be made by selection from among serving officers on the establishment of RGSCTF possessing a Degree in Commercial Arts or Fine Arts or Visual Arts or Applied Arts or an equivalent qualification and reckoning at least two years' service in a substantive capacity. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates who possess the above qualifications and reckon at least two years' experience in the relevant field.

Senior Procurement and Supply Officer (Future Holder)

Human Resource Officer/Senior Human Resource Officer

89.14 Senior Procurement and Supply Officers (Future Holder) and 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. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

Abolition of Grades

89.15 The RGSCTF has submitted that the grade of Word Processing Operator is currently vacant and would no longer be required as there is already a grade of

Clerk/Word Processing Operator on its establishment. We are, therefore, abolishing the grade of Word Processing Operator.

Recommendation 3

89.16 We recommend that the grade of Word Processing Operator be abolished.

89.17 We further recommend that with the abolition of the grade of Word Processing Operator, consequential amendments should be brought to the scheme of service of the grade of Confidential Secretary.

89. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SALARY SCHEDULE

RGSC 1 : Rs 30265

Safety and Health Officer (Part-time) (New Grade)

RGSC 2 : 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

RGSC 3 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

RGSC 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

RGSC 5 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

RGSC 6 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

RGSC 7 : 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 (Personal)
formerly Office Attendant (Personal)

RGSC 8 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Handy Worker (Personal)

89. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 9 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Carpenter
Electrician
Fitter
Painter
Welder

RGSC 10 : 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

RGSC 11 : Rs 24845 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

Tradesman/Senior Tradesman

RGSC 12 : Rs 25145 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

Exhibit Fabricator

RGSC 13 : Rs 26645 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

Driver (Heavy vehicles above 5 tons)/Handy Worker
Driver/Handy Worker (Ex-SPI) (Personal)

RGSC 14 : 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

Exhibition Assistant

RGSC 15 : 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

RGSC 16 : Rs 26645 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 - 46900

Technical Assistant

RGSC 17 : 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 - 47950

Assistant Resource Officer

RGSC 18 : 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

89. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 19 : 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

RGSC 20 : 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

RGSC 21 : 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

RGSC 22 : 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
Procurement and Supply Officer

RGSC 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

RGSC 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (Future Holder)

RGSC 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

RGSC 26 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Procurement and Supply Officer (Personal)

RGSC 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 - 67900

Maintenance and Development Officer

89. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 28 : 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

Administrative Officer
Business Development Officer (Ex-SMEDA) (Personal)

RGSC 29 : 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

Exhibition Officer
IT Analyst
formerly IT Officer

RGSC 30 : 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

Accountant

RGSC 31 : 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 - 82250

Resource Officer/Senior Resource Officer

RGSC 32 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager/Curator (Education)
Manager/Curator (Electrical/Electronics/IT)
Manager/Curator (Mechanical Engineering)
Manager (Graphics and Exhibition)
Manager (Planetarium)

RGSC 33 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Deputy Director

RGSC 34 : Rs 138000

Director

90. REAL ESTATE AGENT AUTHORITY

90.1 The Real Estate Agent Authority which is established as a body corporate under the Real Estate Agent Authority Act 2020, operates as a regulatory body under the Ministry of Housing and Lands, to regulate and control the business activities of real estate agents. In a nutshell, it assists in offering enhanced protection to parties engaged in real estate transactions in Mauritius.

90.2 Its core functions comprise, *inter alia*: registering real estate agents, including land promoters, property developers and estate promoters; exercising and maintaining discipline in the business activities of real estate agents; cooperating with the Financial Intelligence Unit and other public sector agencies to assist in the detection and prevention of money laundering as well as financing of terrorism and proliferation within the Real Estate Sector; establishment of a Code of Conduct and Practice for real estate agents including monitoring compliance with such code; and investigating complaints against real estate agents.

90.3 A Director is at the helm of the Authority and is responsible for the execution of the policy of the Board and its decisions as well as the control and management of the day-to-day business and activities of the Authority. Prior to the publication of this Report, the Bureau provided the salary grading of a few grades to enable the Authority to kick-start its operations. We are, in this Report, further strengthening its structure through the creation of a grade of IT Analyst.

IT Analyst (New Grade)

Recommendation 1

90.4 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties to be performed should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

90. REAL ESTATE AGENT AUTHORITY

SALARY SCHEDULE

REAA 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
formerly Office Attendant

REAA 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

90. REAL ESTATE AGENT AUTHORITY (Contd)

REAA 3 : 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

REAA 4 : 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

REAA 5 : 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

Administrative Secretary
Analyst

REAA 6 : 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

IT Analyst (New Grade)

REAA 7 : Rs 130000

Director

91. ROAD DEVELOPMENT AUTHORITY

91.1 Established under the Road Development Authority (RDA) Act No. 6 of 1998, the RDA is empowered with the responsibility for the construction, care, maintenance and improvement of motorways and main roads. As stipulated in its Act, the main duties of the Authority include, *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 conduct research and investigation on materials required for road construction.

91.2 In so doing, it provides mobility in comfort and safety for the Mauritian population and its economic operators, to all parts of the island by developing, preserving and maintaining a high standard of classified road network through the judicious use of human, material, financial and technological resources. The activities of the Authority are segregated under Technical and Non-Technical Divisions *viz.* Planning and Development; Project Implementation; Road Maintenance; Research and Technical Support; Bridge and Drainage; Administration; Human Resource; Finance; and Internal Audit, each having a specific role in the general functioning of the RDA.

91.3 The responsibility for the control and day-to-day management of the activities of the Authority befalls a General Manager who is assisted by two Deputy General Managers and supported by a complement of staff involved in professional up to support functions. For this review exercise, both Management and Unions requested to reinforce the structure of the organisation and to grant appropriate allowances. Additionally, the Unions stressed on the filling of vacancies and enhancement of existing Conditions of Service.

91.4 Proposals made by both Unions and Management were discussed and ample justifications were given on those submissions which, for technical reasons, could not be taken on board and/or which should be addressed by other quarters other than the Bureau. The views of Management were also solicited on requests/averments made by staff side.

91.5 On the proposal made by redeployed employees of ex-DWC, Management advanced that the matter being an administrative one, was brought up to the level of the Commission for Conciliation and Mediation as well as the Employment Relations Tribunal.

91.6 After analysing the proposals and considering the specific nature of operation of the RDA, we are, in this Report, providing a few grades deemed necessary for its smooth functioning.

Manager (Procurement and Supply) (New Grade)

91.7 The Procurement and Supply Division consists of a four-level structure with a Principal Procurement and Supply Officer at the apex and who is responsible for the day-to-day conduct of procurement, supply and warehouse operations. It has been reported that

there has been a rise in the volume and complexity of the procurement transactions over the last few years. Accordingly, a request has been made by Management to reinforce this Division with the creation of a level of Manager (Procurement and Supply). We are recommending accordingly.

Recommendation 1

91.8 We recommend the creation of a grade of Manager (Procurement and Supply). Appointment thereto should be made by selection from among candidates possessing a Degree in Procurement and Supply Management or Purchasing and Supply Management and reckoning at least five years' experience in Procurement and Supply.

91.9 Incumbent would be required, among others, to: be responsible for the day-to-day management of the Procurement and Supply Division and warehouse operations, and report directly to the General Manager on all matters pertaining to Procurement and Supply; supervise the procurement systems of the Authority; and gather market intelligence on pieces, quality and sources of supply and advise the General Manager and Financial Manager on all matters related to procurement and supply management.

Communication and Public Relations Officer (New Grade)

91.10 In view of its functions and the need for public awareness in matters relating to road networking, Management requested for the creation of a grade of Communication and Public Relations Officer to market its achievement and disseminate information to its stakeholders and the general public. To portray the services and related information of the Authority to the public, we are making an appropriate recommendation for the creation of a grade of Communication and Public Relations Officer.

Recommendation 2

91.11 We recommend the creation of a grade of Communication and 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 and reckoning at least two years' experience in the fields of communication and public relations.

91.12 Incumbents would be required, *inter alia*, to: advise the General Manager in the formulation and implementation of public relation policies in the Authority; gather write-up and edit information for publication; plan, organise and co-ordinate all public relations activities; and participate in the design, planning and implementation of the Authority's internal and external communication exercise strategies.

Trainee Technical Design Officer (New Grade)

91.13 Owing to difficulties encountered for filling of vacancies in the grade of Technical Design Officer, Management emphasised on the need for a Trainee grade in the Cadre. We are providing a Trainee position.

Recommendation 3

91.14 We recommend the creation of a grade of Trainee Technical Design Officer. Enlistment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with a pass at 'Principal Level' in Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology obtained on one Certificate or passes in at least two subjects including Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology obtained on one Certificate at the General Certificate of Education 'Advanced Level'.

91.15 Trainee Technical Design Officers would be required, among others, to: prepare plans, site plans, survey plans, sketches and working drawings in connection with roads and bridges projects; carry out survey works in connection with the preparation of plans; perform levelling works on roads and bridges; keep records of drawings and other relevant documents; and assist the Technical Design Officer in the performance of his duties.

91.16 We further recommend that, henceforth, the grade of Technical Design Officer should be filled by appointment of Trainee Technical Design Officers who have satisfactorily completed their training.

Inspectorate Cadre

91.17 Following the restructuring of the Inspectorate Cadre in the Civil Service under the heading: *Inspectorate Cadre* at the Ministry of National Infrastructure in Volume 2 Part I of this Report, broad provisions have been developed to ease recruitment challenges faced by various organisations. To ensure uniformity and fairness in implementation, these provisions should equally apply to the Inspectorate Cadre at the RDA.

Recommendation 4

91.18 We recommend that the grade of:

(i) Trainee Assistant Inspector of Works be abolished; and

(ii) Assistant Inspector of Works be made evanescent.

91.19 We further recommend the creation of a grade of Trainee Inspector of Works. Trainees should be enlisted from among candidates who hold a Cambridge School Certificate with credit in at least five subjects or an equivalent qualification.

91.20 Incumbents would be required to undergo on-the-job training for a period of at least two years.

91.21 We also recommend that Management should make necessary arrangement with relevant Training Institutions for the Trainees to follow a course leading to a Brevet in Building or Construction or an equivalent qualification to better equip them to perform their duties effectively.

91.22 We additionally recommend that, with the creation of the above Trainee grade, consequential amendments should be brought to the scheme of service of the grade of Inspector of Works, such that, upon complete phasing out of the grade of Assistant Inspector of Works (Personal), appointment thereto should be made from Trainees Inspector of Works who have successfully completed their on-the-job training and acquired the prescribed qualifications.

Land Surveyor Cadre
formerly Surveyor Cadre

Recommendation 5

91.23 We recommend that the grades in the Land Surveyor Cadre *formerly Surveyor Cadre* be restyled as hereunder:

Grade	Restyled to
Head Surveyor	**Head Land Surveyor**
Senior Surveyor	**Senior Land Surveyor**
Surveyor	**Land Surveyor**
Trainee Surveyor	**Trainee Land Surveyor**

91.24 The responsibility for the proper administration and management of the Survey Section befalls a Head Land Surveyor *formerly Head Surveyor* who is supported by officers belonging to professional, technical and employees of the Workmen's Group. Management has relayed that, over the years, the duties devolving upon the Head Land Surveyor *formerly Head Surveyor* have evolved such that besides being involved in the legal part of the land acquisition process, the Section has been entrusted with the responsibility of carrying out detailed surveying and topography which was previously being shouldered by Consultants. On the basis of particulars provided in the Job Description Questionnaires and after a re-assessment of the grade, the Bureau observed that the duties of the said grade have changed both in complexity and responsibility. **These elements have been taken into consideration in arriving at the salary recommended for the grade.**

Special Allowance to officers of the Engineering Cadre of the RDA

91.25 As an incentive to compensate officers of the Engineering Cadre comprising the grades of Manager up to the level of Divisional Manager, for their work complexity and for handling major projects on a regular basis as well as for working after office hours, the Bureau in its 2021 PRB Report, provided for the special monthly allowance equivalent to two increments at salary point reached, subject to satisfying set criteria. Union expressed their appreciation in respect of this initiative. A request was made by both Management and Unions to integrate this allowance in the salary scale of the respective Cadre. However, in view of its implications, this could not be entertained. Post PRB 2021, the Bureau also clarified that this recommendation is specific for the

aforementioned grades. **As the existing provision is fit for its purpose, we recommend that it should continue to prevail.**

Special Professional Retention Allowance

91.26 Provision had previously been made for beneficiaries of the Special Professional Retention Allowance (SPRA) to benefit from same up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

Head Technician

91.27 Following a request made by Management to reinforce the structure of the Technical Officer Cadre, the Bureau, in its last review exercise deemed it more appropriate for the Board of the RDA to consider the grant of a 'Headship Allowance' while designating a 'Head' in the Technical Unit. For this review exercise, staff side requested for the creation of a grade of Lead Technical Officer which has, however, not been supported by Management as provision for a Headship Allowance already exists. In the circumstance, we are upholding the existing provision.

Recommendation 6

91.28 We recommend that the Board of the RDA should continue to consider the grant of a 'Headship Allowance' while designating a 'Head' in the Technical Unit.

Human Resource Division

91.29 The Human Resource Division is headed by a Human Resource Management Officer who is supported by a Human Resource Officer/Senior Human Resource Officer and officers in the grades of Office Management Assistant, Management Support Officer as well as trainees employed under the Youth Employment Programme. In view of the growing importance of HR matters, Management has requested to create a grade of Human Resource Manager. After examining the proposal and its implications, **the Bureau considers it more appropriate for Management to fill in the vacant post of Human Resource Management Officer**.

Movement Beyond Top Salary

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

91. ROAD DEVELOPMENT AUTHORITY

SALARY SCHEDULE

RDA 1 : Rs 24845 x 300 - 25445

Trainee Inspector of Works (New Grade)

RDA 2 : Rs 26045 x 300 - 26645

Trainee Technical Design Officer (New Grade)

RDA 3 : Rs 26045 x 300 - 26945

Trainee Land Surveyor
formerly Trainee Surveyor

RDA 4 : 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

RDA 5 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Lorry Attendant
formerly Lorry Loader

RDA 6 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

RDA 7 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Tradesman’s Assistant

RDA 8 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

RDA 9 : Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Handy Worker (Special Class)

RDA 10 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

RDA 11 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Chemical Sprayer Operator
formerly Herbicide Sprayerman

91. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 12 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Plant and Equipment Operator

RDA 13 : 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
formerly Office Attendant

RDA 14 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Survey Field Worker/Senior Survey Field Worker

RDA 15 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

RDA 16 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor
Leading Hand

RDA 17 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Blacksmith
Carpenter
Mason
Painter
Welder

RDA 18 : 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

RDA 19 : 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

RDA 20 : Rs 26645 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

Driver (Heavy Vehicles above 5 tons)

91. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 21 : Rs 26645 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

Driver (Mechanical Unit)

RDA 22 : Rs 24545 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

Laboratory Auxiliary
formerly Laboratory Attendant

RDA 23 : 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 - 42050

Senior Field Supervisor
Senior Leading Hand

RDA 24 : Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990

Head Survey Field Worker

RDA 25 : 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

RDA 26 : Rs 24545 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

Assistant Foreman/Foreman (Personal)

RDA 27 : 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
formerly Clerical Officer/Higher Clerical Officer

RDA 28 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Chief Blacksmith
Chief Carpenter
Chief Mason
Chief Painter
Chief Welder
Foreman

RDA 29 : Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900

Senior Laboratory Auxiliary
formerly Senior Laboratory Attendant

91. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 30 : Rs 26345 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 - 46900 x 1050 - 47950

Assistant Inspector of Works (Personal)
Survey Technician

RDA 31 : 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 - 47950

Senior Word Processing Operator

RDA 32 : 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

RDA 33 : 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
Assistant Procurement and Supply Officer

RDA 34 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200

Office Supervisor

RDA 35 : 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 - 52300

Technical Design Officer

RDA 36 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Inspector of Works

RDA 37 : 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

RDA 38 : 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

RDA 39 : 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
Procurement and Supply Officer

91. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 40 : 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

RDA 41 : 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

RDA 42 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (Future Holder)

RDA 43 : 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

Communication and Public Relations Officer (New Grade)
Computer Technician
Technical and Mechanical Officer
Technical Officer (Civil Engineering)
Technical Officer (Materials Testing Laboratory)

RDA 44 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Senior Inspector of Works
Senior Technical Design Officer

RDA 45 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer
Senior Procurement and Supply Officer (Personal)

RDA 46 : 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

RDA 47 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

RDA 48 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Chief Inspector of Works
Senior Technical Officer (Civil Engineering)
Senior Technical Officer (Materials Testing Laboratory)

91. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 49 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Principal Technical Design Officer

RDA 50 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Procurement and Supply Officer

RDA 51 : 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

Administrative Officer

RDA 52 : 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

IT Analyst
formerly Systems Administrator
Land Surveyor
formerly Surveyor

RDA 53 : 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

RDA 54 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Materials Testing Officer
Principal Technical Officer (Civil Engineering)
Superintendent of Works

RDA 55 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250

Manager (Civil Engineering)

RDA 56 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250

Chief Technical Design Officer

RDA 57 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

91. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 58 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Manager (Civil Engineering)
Senior Land Surveyor
formerly Senior Surveyor

RDA 59 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager (Procurement and Supply) (New Grade)

RDA 60 : 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 - 86750 x 2500 - 91750

Administrative Manager

RDA 61 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750

Head Land Surveyor
formerly Head Surveyor

RDA 62 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Assistant Divisional Manager (Civil Engineering)
Financial Manager

RDA 63 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Divisional Manager (Civil Engineering)

RDA 64 : Rs 118000 x 4000 - 130000

Deputy General Manager

RDA 65 : Rs 150000

General Manager

92. SANSKRIT SPEAKING UNION

92.1 Established as a corporate body in 2011, the Sanskrit Speaking Union (SSU) operates under the *aegis* of the Ministry of Arts and Culture. It is mandated to promote the Sanskrit language in its spoken and written forms and foster friendship and understanding between the Sanskrit-speaking people of the world.

92.2 To fulfil its mission, the SSU carries out various educational, academic, cultural, and artistic activities such as seminars, workshops, literary and cultural competitions and supports the publication and distribution of Sanskrit texts and literature. It also offers opportunities for learning Sanskrit; encourages research and scholarly exchanges; and facilitates interactions between Sanskrit enthusiasts both locally and internationally.

92.3 An Executive Council is responsible for the administration and management of the SSU. Based on organisational requirements and as requested by Management, we are providing for the grades of Administrative Secretary and Clerk/Word Processing Operator on the establishment of the SSU to enable it to deliver its services in an effective and efficient manner.

Administrative Secretary (New Grade)

Recommendation 1

92.4 We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Administration and/or Management or an equivalent qualification and reckoning at least two years' experience in administrative or managerial duties.

92.5 The Administrative Secretary would be required, among others, to: assist in the day-to-day running of the Union; provide administrative assistance in formulation, coordination and implementation of policies and maintain adequate administrative procedures; formulate and implement plans regarding manpower planning and development as well as capacity building; act as Secretary to the Board and other Committees; handle matters having legal implications; and represent the SSU at Tribunals/Commissions/Courts of Law and in Committees with Ministries and other organisations, as and when required.

Clerk/Word Processing Operator (New Grade)

Recommendation 2

92.6 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; 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 words per minute and a Certificate in Word/Data Processing.

92.7 Incumbent would be required, *inter alia*, to prepare, scrutinise and process documents/records; perform registry, finance and stores work under supervision; type and collate general office correspondence and documents; operate telefax, email services, photocopying machines; attend to phone calls and queries; and perform word processing and simple computer/data processing work.

92. SANSKRIT SPEAKING UNION.

SALARY SCHEDULE

SSU 1: **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)

SSU 2 : **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**

Administrative Secretary (New Grade)

93. SEAFARERS' WELFARE FUND

93.1 Operating under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries, the Seafarers' Welfare Fund (SWF) was established as a corporate body under the SWF Act No. 19 of 2008 to promote the social and economic welfare of seafarers.

93.2 Its main objectives include: the promotion of social and economic welfare of seafarers in Mauritius; the development of schemes and projects for the welfare of seafarers and their families; taking over and managing the assets and discharging the liabilities of the Fund established under the Merchant Shipping Regulations 2002. The Secretary is at the helm of the SWF and is assisted by a complement of staff belonging to different occupational classes.

93.3 For this review, Management's proposals were focussed on the creation of a grade of General Worker and the grant of duty remission to the grade of Welfare Liaison Officer. During consultation, Management was apprised of those requests which could not be acceded to due to the related implications. They were equally informed of proposals which should either be addressed administratively or channelled to other quarters.

93.4 The present organisation structure is considered to be appropriate. However, it has been noted that certain posts have remained vacant. **We, therefore, hold that for the smooth functioning of its activities, Management should consider the advisability of filling the vacant posts on its establishment.**

93. SEAFARERS' WELFARE FUND

SALARY SCHEDULE

SeWF 1 : 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
formerly Driver/Office Care Attendant

SeWF 2 : 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

SeWF 3 : 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/Word Processing Operator

SeWF 4 : 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

93. SEAFARERS' WELFARE FUND (Contd)

SeWF 5 : 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 QB 55950 x 1450 - 57400

Welfare Liaison Officer

SeWF 6 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

SeWF 7 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Secretary

94. SENIOR CITIZENS COUNCIL

94.1 The Senior Citizens Council (SCC) was set up by the Senior Citizens Council Act No. 66 of 1985 with the vision to promote the concept of successful ageing and encourage senior citizens to lead an active and healthy life in dignity and in full enjoyment of their rights and independence. It operates under the *aegis* of the Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division).

94.2 Its main objectives are to determine the areas in which the welfare of senior citizens needs to be improved as well as promote generally activities and projects for their welfare; advise Government on matters relating to the welfare of senior citizens; and set up and manage homes, day care centres, recreation centres and other institutions for the elderly.

94.3 An Administrative Secretary is responsible for the day-to-day running, management and administration of the Council as well as supervision of staff. The core activities of the SCC are carried out by Elderly Welfare Assistants and Senior Elderly Welfare Assistants, while incumbents in other grades provide support at administrative level.

94.4 In the context of this review exercise, both Management and the Union requested for the creation and restyling of grades. The staff side made additional representations pertaining to the merger of existing grades; upgrading in qualifications and salary; and payment of Uniform Allowance. Explanations were provided on the proposals which could not be retained and the justifications thereof.

94.5 Given that the SCC is a new organisation under the purview of the Bureau, there was need to rationalise the structure and salary scale of the different grades which were previously determined by the parent Ministry. After examining the requests, the Bureau is making appropriate recommendations with a view to enabling the Council to deliver on its mandate effectively.

Elderly Support Officer/Senior Elderly Support Officer
formerly Elderly Welfare Assistant
Senior Elderly Welfare Assistant

94.6 During consultative meetings, request was made for the grades of Elderly Welfare Assistant and Senior Elderly Welfare Assistant to be merged and restyled to better reflect the nature of duties and also due to the fact that officers in both grades are performing almost similar duties.

94.7 A perusal of the Job Description Questionnaires filled in by incumbents in both grades indicates that they are, indeed, performing the same duties. Additionally, there is no supervisory element in the duties of the Senior Elderly Welfare Assistant. From information obtained in the Job Description Questionnaires, it is noted that officers are posted in day care centres and they work under the

supervision of officers in the Social Security Officer Cadre at the Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division).

94.8 In view thereof and considering the limited career prospects of the incumbents as well as the nature of duties being performed, we are recommending accordingly.

Recommendation 1

94.9 We recommend that:

(i) the grades of Elderly Welfare Assistant and Senior Elderly Welfare Assistant be merged and restyled Elderly Support Officer/Senior Elderly Support Officer;

(ii) appointment to the grade of Elderly Support Officer/Senior Elderly Support Officer *formerly Elderly Welfare Assistant and Senior Elderly Welfare Assistant* should, henceforth, be made by selection from among candidates possessing the Certificate of Primary Education or the Primary School Achievement Certificate and have read up to Grade Nine or an equivalent qualification; and

(iii) the scheme of service of the merged grade of Elderly Support Officer/Senior Elderly Support Officer *formerly Elderly Welfare Assistant and Senior Elderly Welfare Assistant* should be amended to integrate the duties of the grades of Elderly Welfare Assistant and Senior Elderly Welfare Assistant.

Assistant Financial Operations Officer (New Grade)

Management Support Officer (New Grade)

94.10 The support staff of the SCC comprises only officers in the grade of Clerk/Word Processing Operator. During consultations, Management emphasised on the need to strengthen the organisational structure and requested for the creation of a combined grade to look into both finance and human resource issues. Management was apprised that these functions are segregated in the Public Sector for good governance. Hence, after discussions, request was made for the creation of separate grades for finance and human resource functions. In view of the staff size and budget of the organisation, we are making appropriate provisions.

Recommendation 2

94.11 We recommend the creation of a grade of Assistant Financial Operations 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.

94.12 We also recommend the creation of a grade of Management Support Officer. Appointment thereto and the duties should be in line with recommendations made in the Chapter on Observations and General Provisions of this Volume.

94.13 We additionally recommend that the grade of Assistant Secretary be made evanescent. We are providing a personal salary to officer in post.

Elderly Support Officer/Senior Elderly Support Officer – Loan Facilities
formerly Elderly Welfare Assistant
Senior Elderly Welfare Assistant

Recommendation 3

94.14 We recommend that officers in the grade of Elderly Support Officer/Senior Elderly Support Officer *formerly Elderly Welfare Assistant and Senior Elderly Welfare Assistant* who hold a substantive appointment and who are regularly required to perform extensive field duties be granted loan facilities for the purchase of a car as per provision made at paragraph 16.2.58 (g) in Chapter Travelling and Car Benefits of Volume 1 of this Report.

94. SENIOR CITIZENS COUNCIL

SALARY SCHEDULE

SCC 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
formerly Attendant

SCC 2 : Rs 23345 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

Elderly Support Officer/Senior Elderly Support Officer
formerly Elderly Welfare Assistant
Senior Elderly Welfare Assistant

SCC 3 : 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

SCC 4 : 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

Assistant Secretary (Personal to officer in post as at 31.12.25)
Management Support Officer (New Grade)

94. SENIOR CITIZENS COUNCIL (Contd)

SCC 5 : 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 (New Grade)

SCC 6 : 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

Administrative Secretary

95. SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST

95.1 The Sir Seewoosagur Ramgoolam Botanic Garden Trust (SSRBGT), which operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries was established under Act No. 10 of 1999. Its objectives are to, among others, manage, administer and ensure the maintenance of the garden, buildings and historical monuments found therein; encourage members of the public to visit the garden by promoting the cultural and historical value of the garden; and ensure protection of the environment and plant life in the garden.

95.2 A Director, who is at the apex of the organisation, is responsible for the execution of the policy of the Board and management of the day-to-day activities of the Trust. He is supported in his tasks by an array of staff in Technical Cadre, General Services grades and employees in the Workmen's group.

95.3 In the context of this review exercise, the staff side requested for the filling of vacant positions to alleviate the problem of increase in workload due to unfilled vacancies; provision of personal protective equipment; payment of Risk Allowance to General Handy Workers (Roster); and the grant of a Walking Allowance to employees who are required to cover long distances by foot in the performance of their job.

95.4 During consultative meetings, the parties were informed of issues that should be dealt with administratively. As regards the request for the payment of a Walking Allowance, this forms part of the routine work of the employees concerned and same has been considered in arriving at the revised salaries.

95.5 Management, on its side, proposed for the creation of the grades of Procurement and Supply Officer, Office Management Assistant, Senior Accounts Officer, Maintenance Officer together with extension of the provision of duty free facilities to officers in certain grades.

95.6 All the requests emanating from both the staff side and Management were duly examined. To enable the SSRBGT to deliver on its mandate, the Bureau is strengthening its organisation structure by creating a grade of Maintenance Officer; and making appropriate recommendations for the conduct of a proper Human Resource Planning exercise and setting up of a Departmental Safety and Health Committee.

Maintenance Officer (New Grade)

95.7 Management has submitted that the SSRBGT, being one of the most visited tourist attractions in Mauritius, requires constant maintenance. To this effect, it has requested for the creation of a grade of Maintenance Officer to maintain the garden to international standards; and to ensure maintenance of buildings and infrastructures in the garden. We are recommending accordingly.

Recommendation 1

95.8 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 and who reckon at least three years' experience in building construction/electrical works.

95.9 Incumbent would be responsible for, among others: maintenance and repairs of plant, furniture and equipment; maintenance and upkeep of the grounds, buildings and related infrastructures; planning, designing, executing, supervising and monitoring civil engineering works including works by contractors; assisting in feasibility studies and preparation of tender documents; and making regular inspections of existing infrastructure and submitting reports thereon.

Confidential Secretary

95.10 A request was made to amend the qualifications requirement of the grade of Confidential Secretary. Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume and Management is advised to adhere to same.

Human Resource Planning Exercise

95.11 It was reported that many posts, particularly in the manual grades, have remained vacant since long, thus, hampering effective service delivery. Management, on its part, averred that the schemes of service of certain grades were being reviewed and that filling of vacancies was being undertaken on a priority basis. The Bureau considers that for effective service delivery, **Management should carry out a Human Resource Planning exercise to identify the needs of the SSRBGT in terms of additional human resource as provided in the Chapter on Observations and General Provisions of this Volume**.

Safety and Health Issue for employees in the Workmen's Group

95.12 The Bureau has probed into the request of the staff side for the provision of personal protective equipment. As enunciated in the Occupational Safety and Health Act, it is the duty of the employer, so far as is reasonably practicable, to ensure safety, health and welfare of all his employees at work. The Bureau is of the view that employees should be provided with adequate and suitable protective equipment in a timely manner so as to protect them against bodily harm and is recommending accordingly.

Recommendation 2

95.13 We recommend that Management should:

(i) expedite the process of recruiting a Safety and Health Officer (Part-time);

(ii) pending the filling of the vacant post of Safety and Health Officer (Part-time), avail the services of a Safety and Health Officer/Senior

Safety and Health Officer of the MPSAR in line with provision made in the Chapter on Observations and General Provisions of this Volume;

(iii) set up a Departmental Safety and Health Committee to look into the request of employees and to address issues relating to safety and health at the Garden;

(iv) ensure that the Departmental Safety and Health Committee submits its report on the appropriate protective equipment that need to be provided to the employees concerned; and

(v) initiate actions for the timely issue of protective equipment.

Movement Beyond Top Salary

95.14 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 which has been made in the Chapter on Observations and General Provisions of this Volume should be applicable.**

95. SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST FUND

SALARY SCHEDULE

SSRBGT 1 : Rs 30265

Safety and Health Officer (Part-time)

SSRBGT 2 : 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

SSRBGT 3 : Rs 20025 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

General Handy Worker (Roster)

SSRBGT 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

SSRBGT 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener/Nursery Attendant
Chemical Sprayer Operator
formerly Insecticide Sprayer Operator
Woodcutter

95. SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

SSRBGT 6 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160

Livestock Attendant
formerly Stockman

SSRBGT 7 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener/Nursery Attendant

SSRBGT 8 : 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
formerly Office Attendant

SSRBGT 9 : 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
formerly Driver/Office Attendant

SSRBGT 10 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

SSRBGT 11 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

SSRBGT 12 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Head Gardener/Nursery Attendant

SSRBGT 13 : Rs 26645 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

Driver (Lorries above 5 Tons, Heavy Mechanical Unit, Heavy Tractors)

SSRBGT 14 : Rs 25145 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

Ticket/Sales Officer (Roster)

SSRBGT 15 : 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

95. SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

SSRBGT 16 : 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
formerly Clerical Officer/Higher Clerical Officer
Guide

SSRBGT 17 : Rs 26945 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

Warehouse Assistant (Personal) (from ex-Tobacco Board)

SSRBGT 18 : 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

SSRBGT 19 : 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 Procurement and Supply Officer

SSRBGT 20 : Rs 26345 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 - 46900 x 1050 - 49000 x 1100 - 53400

Technical Assistant/Senior Technical Assistant

SSRBGT 21 : 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

SSRBGT 22 : 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

SSRBGT 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

SSRBGT 24 : 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
Maintenance Officer (New Grade)

95. SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

SSRBGT 25 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Assistant Warehouse Supervisor (Personal) (from ex-Tobacco Board)

SSRBGT 26 : 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 - 67900

Technical Officer/Senior Technical Officer

SSRBGT 27 : 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

Publications and Liaison Officer

SSRBGT 28 : 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

Scientific Officer

SSRBGT 29 : 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

Botanist

SSRBGT 30 : 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

Accountant

SSRBGT 31 : 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 - 86750

Administrative Manager

SSRBGT 32 : Rs 102500 x 3750 - 110000 x 4000 - 114000

Director

96. SMALL FARMERS WELFARE FUND

96.1 Subsequent to an extension of its mandate to small breeders and farmers conducting agro-processing activities, the Small Planters Welfare Fund was renamed Small Farmers Welfare Fund (SFWF) through the Finance and Miscellaneous Act 2012. The Fund envisions to be an efficient service provider for the farming community and boost up agricultural businesses of farmers while enhancing their quality of life and that of their families.

96.2 In a bid to meet its objectives, the Fund: manages and optimises its financial and other resources to further the social and economic welfare of small farmers and their families; sets up and develops schemes and projects, mainly in respect of agro-processing enterprises and loans or other financial assistance; and performs such other activity as appears to be necessary for and conducive to the promotion of the welfare of small farmers in general.

96.3 The SFWF is managed and administered by a Board, which is also responsible for policy decisions, whereas, the implementation of these policy decisions as well as the day-to-day management devolves upon the Manager, who is at the apex of the Fund. The latter is assisted in his daily activities, by officers in professional, technical, support levels as well as employees of the Workmen's Group.

96.4 While no representation was received from the union/staff side, Management on its part, proposed for a strengthening of the Fund's structure to cope with the increase in activities thereat, brought about by the extension of its mandate. Requests regarding this restructuring mainly consist of the creation of a few grades as well as restyling and reviewing the entry requirements of some others.

96.5 After studying all the requests, only those found justified have been entertained. We are consolidating the structure of the SFWF, bearing in mind existing resources and the need to maintain, as far as possible, a flatter structure. Alongside, we are also reviewing the qualifications requirement of the grades of Manager, Programme Coordinator and Programme Welfare Officer.

Office Management Assistant (New Grade)

96.6 Request was made for the creation of a dedicated grade to deal with administrative and HR issues. At present, an Executive Officer (Personal) is called upon to perform duties thereto related. We consider that there is need to strengthen these areas to ensure efficiency in the functioning of the SFWF. Consequently, we are providing for a level of Office Management Assistant.

Recommendation 1

96.7 We recommend the creation of a grade of Office Management Assistant. The mode of appointment and duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Manager

Programme Coordinator

Programme Welfare Officer

96.8 While examining the organisation structure, we noted that for some core grades, the fields in which the qualifications are required are not relevant to the nature of their duties. In principle, the field(s) in which the academic qualification is/are sought, should have a nexus with the nature of duties of the grade. Against this backdrop, we are reviewing the mode of appointment of the grades of Manager, Programme Coordinator and Programme Welfare Officer.

Recommendation 2

96.9 We recommend that the mode of appointment of the grades of Manager, Programme Coordinator and Programme Welfare Officer be reviewed, such that appointment thereto, should henceforth, be made as hereunder:

(i) Manager – By selection from among candidates possessing a Degree and a Master's Degree in the field Finance or in a related relevant field OR a pass at the final examination required for admission to membership to a professional accountancy body and reckoning at least five years' post-qualification experience in a responsible managerial position;

(ii) Programme Coordinator – By selection from among candidates possessing a Degree in Economics or Sociology or Management or Agriculture or an equivalent qualification and reckoning at least five years' post-qualification experience in project design/management; and

(iii) Programme Welfare Officer – By selection from among candidates possessing a Degree in Agriculture or Management or Economics or Sociology or an equivalent qualification and possessing at least three years' experience in project design/management.

Clerk/Word Processing Operator

96.10 The Bureau has noted that the existing qualifications requirement of the grade of Clerk/Word Processing Operator is not in line with the recommendations of the Bureau. We are, therefore, reviewing same for the sake of harmonisation.

Recommendation 3

96.11 We recommend that, henceforth, appointment to the grade of Clerk/Word Processing Operator should be made by selection from among candidates possessing a 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 Word Processing or Data Processing and a Certificate in typewriting with a speed of at least 25 words per minute or an equivalent qualification.

96. SMALL FARMERS WELFARE FUND

SALARY SCHEDULE

SFWF 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

SFWF 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
formerly Driver/Office Attendant

SFWF 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

SFWF 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 - 45930

Welfare Assistant

SFWF 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

Clerk/Word Processing Operator

SFWF 6 : Rs 26645 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 - 46900

Computer Support Officer

SFWF 7 : 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

SFWF 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

Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)

SFWF 9 : 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

SFWF 10 : 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

96. SMALL FARMERS WELFARE FUND (Contd)

SFWF 11 : 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
Computer Officer (Ex Tobacco Board) (Personal)

SFWF 12 : 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 (New Grade)

SFWF 13 : 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

Technical Officer

SFWF 14 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

SFWF 15 : 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

Marketing Officer
Programme Welfare Officer

SFWF 16 : 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

IT Analyst
formerly Programmer/Analyst

SFWF 17 : 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

SFWF 18 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Programme Coordinator

SFWF 19 : Rs 130000

Manager

97. SPECIAL EDUCATION NEEDS AUTHORITY

97.1 The Special Education Needs Authority (SENA) was established by the SENA Act No. 18 of 2018 as a statutory body to regulate/facilitate evidence-based policies as well as quality provisions in special and inclusive education in Mauritius. It operates under the *aegis* of the Ministry of Education and Human Resource.

97.2 Its main functions are, *inter alia*, to advise on the formulation of policies relating to special education needs (SEN) and update the Ministry on any matter related thereto; register special education needs institutions, their teaching/non-teaching staff and any other resource person; and make rules, issue guidelines/directives, as well as set standards and conditions for promoting together with enhancing quality education in these institutions.

97.3 A Director is at the apex of the organisation and is assisted by an Administrative Secretary along with other support staff. The teaching staff are all governed by provisions of the National Remuneration Board and most of the employees are employed on contract.

97.4 During consultations, Management requested mainly for the creation of several grades and certain proposals on general Conditions of Service were also made. Considering the role and functions of the SENA, the Bureau is reinforcing the existing structure.

Occupational Therapist (New Grade)

Physiotherapist (New Grade)

97.5 It has been reported that prior to the admission of a child to a SEN institution or mainstream, a comprehensive screening assessment needs to be carried out to help learners facing cognitive/social challenges, and to identify as well as maximise the ability of a child with movement or functional disabilities. Hence, request was made for new grades of Occupational Therapist and Physiotherapist. We are recommending accordingly.

Recommendation 1

97.6 We recommend the creation of a grade of Occupational Therapist. Appointment thereto should be made by selection from among candidates who possess a Degree in Occupational Therapy or an equivalent qualification and reckon at least two years' post-qualification experience in the field of therapist.

97.7 Incumbent would be required to, *inter alia*, conduct comprehensive screening assessments and evaluation of children with special needs referred for occupational therapy; submit detailed paramedical reports with appropriate educational settings based on the learner's strengths and support needs; carry out diagnostic exercises in SEN schools to identify learners with

difficulties/impairments/limitations in mental functioning; and refer cases for further treatment to the appropriate specialists.

97.8 We also recommend the creation of a grade of Physiotherapist. Appointment thereto should be made by selection from among candidates who possess a Degree in Physiotherapy or an equivalent qualification and reckon at least two years' post-qualification experience in the field of therapist.

97.9 Incumbent would be required to, among others, assess children with special needs, physical abilities and functions through evaluative procedures; submit detailed paramedical reports with appropriate educational settings based on the learner's physical strengths and mobility needs; undertake individual follow-up of learners with special education needs; and carry out diagnostic exercises in SEN schools to identify learners with difficulties/impairments/limitations in physical functioning.

Quality Assurance Officer (New Grade)

97.10 A Quality Assurance Framework for SEN schools and learners has been conceptualised by the SENA. It is meant to ensure that sustainable and equitable educational opportunities are provided to learners with disabilities and ascertain that SEN schools meet the norms and standards set. Therefore, Management highlighted on the need for a level to ensure compliance with this framework. To this end, we are providing for a grade of Quality Assurance Officer.

Recommendation 2

97.11 We recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates who possess a Cambridge Higher School Certificate, a Degree in a related field, a Master's Degree in a related field and reckon at least five years' experience in teaching or teacher training or curriculum development or special education needs or inspection in the education sector.

97.12 Incumbent would be required, *inter alia,* to: carry out system evaluation of SEN Institutions and inclusive schools and submit reports to the Director; assist in implementing external quality assessment of programmes and activities of the SENA; ensure maximum utilisation of resources in SEN schools; and tender advice on all pedagogical issues and innovative programmes/policies to be implemented by SEN institutions and inclusive schools registered with the Authority.

Assistant Financial Operations Officer (New Grade)

Assistant Procurement and Supply Officer (New Grade)

97.13 It has been observed that there is only a grade of Clerk/Word Processing Operator at the SENA for support functions. We are herewith making appropriate recommendations to strengthen the existing structure.

Recommendation 3

97.14 We recommend the creation of the grades of Assistant Financial Operations Officer and 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.

Management Support Officer (New Grade)

97.15 Request was made for the creation of a grade of Human Resource Management Officer to look into human resource functions. In view of the staff size, we consider that at this stage there is no functional need for this level. We are, however, making provision for a grade of Management Support Officer.

Recommendation 4

97.16 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.

General Worker (New Grade)

97.17 Management submitted that the grade of General Worker is required on its establishment to perform a variety of elementary duties and provide support. We are recommending in that direction.

Recommendation 5

97.18 We recommend the creation of a grade of General Worker. Appointment thereto should be made by selection from among candidates who possess the Certificate of Primary Education or Primary School Achievement Certificate.

97.19 Incumbent would be required, among others, to perform manual work not requiring specific skills such as cleaning of offices and premises; loading and unloading of materials; and assist visitors/staff with disabilities.

97. SPECIAL EDUCATION NEEDS AUTHORITY

SALARY SCHEDULE

SENA 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)

SENA 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
formerly Driver/Office Attendant

97. SPECIAL EDUCATION NEEDS AUTHORITY (Contd)

SENA 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

SENA 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

SENA 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)

SENA 6 : 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 (New Grade)
Assistant Procurement and Supply Officer (New Grade)

SENA 7 : 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

SENA 8 : 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

Administrative Secretary
Quality Assurance Officer (New Grade)

SENA 9 : 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

Occupational Therapist (New Grade)
Physiotherapist (New Grade)

SENA 10 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Director

98. ST. ANTOINE PLANTERS CO-OPERATIVE TRUST

98.1 Set up under Act No. 28 of 1994, the St. Antoine Planters Co-operative Trust became operational in March 1996. The Trust which operates under the *aegis* of the Ministry of Industry, SME and Cooperatives, aims to provide support to cane planters of former St. Antoine Sugar Factory area for the improvement of their plantation.

98.2 The Trust, among others, provides support services to agricultural Co-operative Societies in which the planters are members; receives and manages funds obtained from the Societé Usinière de St. Antoine; provides loan facilities to planters for defrocking, mechanisation and other allied agricultural activities; provides assistance for harvest of sugar cane and acquisition of farm equipment; and devises as well as implements irrigation projects.

98.3 A Secretary/Manager is currently managing the Trust while the established post of Clerk/Word Processing Operator is vacant.

98.4 In the context of this review exercise, Management has informed that the current organisation structure is appropriate and has consequently requested to maintain same. In the circumstance, we are merely reviewing the salary scale of the grades.

98. ST. ANTOINE PLANTERS CO-OPERATIVE TRUST
SALARY SCHEDULE

SPCT 1 : 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

SPCT 2 : 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

Secretary/Manager

99. STATE TRADING CORPORATION

99.1 The State Trading Corporation (STC) is a body corporate established under the STC Act 1982 and operates under the *aegis* of the Ministry of Commerce and Consumer Protection.

99.2 As the trading arm of the Government, the STC is the second largest importer in Mauritius and primarily deals in four essential and strategic commodities, namely petroleum products, liquefied petroleum gas, rice, flour and other essential basic commodities for Mauritius and Rodrigues. Additionally, whenever there are excessive rises in the prices or shortages of basic food commodities, the STC is called upon to intervene in the market. It is also involved in the storage of petroleum products, liquefied petroleum gas and Petroleum Hub.

99.3 The activities of the STC are currently organised in different sections such as commercial, business development, procurement and supplies, and risk and treasury, among others. The General Manager heads the organisation and is responsible for the execution of the policy of the Board. He is assisted in his tasks by an array of professional, technical and support staff at various levels.

99.4 Common representations from both Management and the staff side were mainly for restyling and creation of grades; and review of schemes of service along with the salary of certain levels. In addition, the Union, *inter alia*, requested for the grant of Risk Allowance and mounting of specific courses for officers of the Supplies and Sales Officer Cadre while Management submitted that some grades be abolished as they are no longer required.

99.5 During consultative meetings, all requests were discussed and stakeholders were apprised of those which cannot be retained and the justifications thereof. Moreover, the views of the STC were sought on some proposals of the Unions. The views of the parent Ministry were equally sought on certain demands of Management. These have been taken into consideration while framing our recommendations.

99.6 After examining the requests and taking into account the role of the STC, we are, in this Report, reinforcing the structure with the creation of a few grades.

Senior Clearing and Forwarding Officer (New Grade)

99.7 The Commercial Division is responsible to ensure the regular availability of strategic commodities on the local market. It also participates in promoting/developing Mauritius into a Petroleum Hub. The Division is headed by a Commercial Manager and is supported by officers in the grades of Assistant Commercial Manager, Commercial Analyst and Clearing and Forwarding Officer.

99.8 Currently, the Clearing and Forwarding Officer reports directly to the Commercial Manager. For this review exercise, Management requested for the creation of a

grade of Senior Clearing and Forwarding Officer in view of the increasing diverse activities and to provide direct supervision to the Clearing and Forwarding Officer.

99.9 Given the pivotal role of the Division to ensure custom, sanitary and phytosanitary clearances of all goods imported by the STC, we are providing for a grade of Senior Clearing and Forwarding Officer.

Recommendation 1

99.10 We recommend the creation of a grade of Senior Clearing and Forwarding Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Clearing and Forwarding Officer reckoning at least five years' service in a substantive capacity in the grade.

99.11 Incumbent would be required, *inter alia*, to: assist the Commercial Manager in the day-to-day functioning of his duties; handle timely order execution and documentations like pre and post shipment documents, ensure accurate checklist and check all documents to avoid errors, identify missing documents, and/or potential issues; manage demurrages, port charges within specified norms; manage seamless movement of the consignments to the destination; and liaise with Port Authorities as well as customs officials, for compliance to regulatory requirements and maintain requisite papers/documents.

Senior Procurement and Supply Officer (New Grade)

99.12 Management requested for the creation of a grade of Senior Procurement and Supply Officer to provide support to the Procurement Manager in view of the ongoing procurement activities at the STC. The Bureau is making appropriate recommendation.

Recommendation 2

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

99.14 Incumbent would be required, among others, to: assist the Procurement Manager in the day-to-day functions; handle timely order execution and document regarding the procurement process; implement and maintain procurement policies, procedures and processes to ensure transparency and efficiency; and maintain and update procurement records/documentation.

99.15 Senior Procurement and Supply 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 Chapter on Observations and General Provisions of this Volume.**

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

99.16 At present, the HR Division of the STC is headed by a Human Resource Manager who is supported by officers in the grade of Human Resource Management Officer. Management requested for the creation of a grade at the lower level in the HR Division.

99.17 After examining the request, the Bureau considers that the grade of Human Resource Officer/Senior Human Resource Officer, similar to what is obtainable in other organisations, would be appropriate to reinforce the Division and to provide support to the Human Resource Management Officer. We are recommending accordingly.

Recommendation 3

99.18 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource 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.

99.19 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 Chapter on Observations and General Provisions of this Volume.**

Driver (Heavy Vehicles above 5 tons) (New Grade)

99.20 The STC has started to sell its products through various outlets, market fairs and shops around the island in view of the increasing number of complaints on the non-availability of its products. As such, it is envisaging to purchase a lorry of higher capacity (8 tons) to enhance efficiency in terms of timeliness. In this perspective, Management proposed the creation of a grade of Driver (Heavy Vehicles above 5 tons). We are recommending to that effect.

Recommendation 4

99.21 We recommend the creation of a grade of Driver (Heavy Vehicle above 5 tons). Appointment thereto should be made by selection from among serving employees holding a substantive post at the STC and who possess a valid driving licence for goods vehicles and have good eyesight. In the absence of qualified serving employees, the grade should be filled from external candidates possessing the required qualifications.

99.22 Incumbent would be required, among others, to: drive buses, lorries and other vehicles above 5 tons; drive cars and vans, as and when required; perform routine checks/maintenance task related to vehicles and report any defect to the Head of Section; record movement in appropriate logbook; supervise loading and unloading of goods; and ensure the accurate delivery of products**.**

Business Development Officer
formerly Business Development Officer (Marketing)
Business Development Officer (Research and Development)

99.23 The Business Development Division has a key role to play for the long-term viability and sustainability of the STC. Different capital projects which are in the pipeline, require particular attention due to their complexity and long timeline. Currently, the Division is manned by officers in the grades of Business Development Manager and Business Development Officer (Marketing) and Business Development Officer (Research and Development).

99.24 In view of the similarities in the duties of the grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development), Management proposed to restyle the grades to a single appellation of Business Development Officer and create a grade of Senior Business Development Officer to strengthen the Division.

99.25 After examining the requests, we observed that there is no functional need for a grade of Senior Business Development Officer at this stage. However, the STC should consider increasing the establishment size of the lower level in the Division. We are, however, restyling the grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development) to an appropriate appellation.

Recommendation 5

99.26 We recommend that the grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development) be restyled Business Development Officer. This element has been taken into consideration in arriving at the recommended salary scale for the grade.

99.27 We further recommend that the scheme of service of the grade of Business Development Officer *formerly Business Development Officer (Marketing) and Business Development Officer (Research and Development)* should be amended to include combined duties of the former grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development).

IT Analyst
formerly Systems Administrator
Systems Analyst

99.28 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades bearing different appellations across Parastatal Bodies and has noted significant overlapping of duties and responsibilities. For the sake of harmonisation, we are restyling these grades to appropriate appellations.

Recommendation 6

99.29 We recommend that the grades of Systems Administrator and Systems Analyst be restyled IT Analyst.

Supplies and Sales Officer Cadre

99.30 Several requests were made by the staff side pertaining to a review of the mode of appointment of higher levels in the Supplies and Sales Officer Cadre; mounting of appropriate courses by Management; and review of their salary scale. Management, on its part, requested for a restructuring of the Cadre with merging and creation of a few grades along with a review of their mode of recruitment.

99.31 The Bureau was informed that further to a Consultancy Report, the STC is sponsoring some officers in the grade of Supplies and Sales Officer to follow courses leading to a Certificate in Sustainable Logistics and Supply Chain Operations and Diploma in Sustainable Logistics and Global Supply Chain Operations. **This would, in turn, warrant a change in the respective scheme of service of grades in the Cadre, which is a matter to be dealt with administratively by Management.**

99.32 In the given circumstance, the Bureau is maintaining the existing structure of the Supplies and Sales Officer Cadre.

Abolition of grades

99.33 Management has submitted that the grades of Granary Operative and Chief Tradesman (Fitter) are vacant and would no longer be required. **We are, therefore, abolishing these grades as well as the grade of Executive Officer (Personal) which is vacant.**

99. STATE TRADING CORPORATION

SALARY SCHEDULE

STC 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

STC 2 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

STC 3 : 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
formerly Office Attendant

99. STATE TRADING CORPORATION (Contd)

STC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

STC 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Tradesman

STC 6 : 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

STC 7 : 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

STC 8 : Rs 24845 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

Forklift Driver

STC 9 : Rs 26645 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

Driver (Heavy Vehicles above 5 tons) (New Grade)

STC 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 - 44960

Word Processing Operator

STC 11 : 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
formerly Clerical Officer/Higher Clerical Officer

STC 12 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Chief Tradesman

STC 13 : 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 - 47950

Senior Word Processing Operator

99. STATE TRADING CORPORATION (Contd)

STC 14 : 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 - 46900 x 1050 - 49000

Supplies and Sales Officer

STC 15 : 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

STC 16 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Workshop Supervisor

STC 17 : Rs 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 - 55950

Clearing and Forwarding Officer

STC 18 : 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

STC 19 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Higher Supplies and Sales Officer
Procurement and Supply Officer

STC 20 : 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
formerly Higher Executive Officer

STC 21 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)

STC 22 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (New Grade)

STC 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 x 1750 - 60600

ICT Technician

99. STATE TRADING CORPORATION (Contd)

STC 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Supplies and Sales Officer

STC 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 - 62350 x 1850 - 64200

Safety and Health Officer/Senior Safety and Health Officer

STC 26 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

STC 27 : Rs 33600 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

Senior Clearing and Forwarding Officer (New Grade)

STC 28 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

STC 29 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Senior Technical and Facilities Officer

STC 30 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Supplies and Sales Officer
Senior Accounting Technician

STC 31 : 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 – 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Administrative Assistant

STC 32 : 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

Communication Officer

STC 33 : 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

IT Analyst
formerly Systems Administrator
Systems Analyst

99. STATE TRADING CORPORATION (Contd)

STC 34 : 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
Internal Auditor

STC 35 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Chief Supplies and Sales Officer

STC 36 : 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 - 86750

Business Development Officer
formerly Business Development Officer (Marketing)
Business Development Officer (Research and Development)
Commercial Analyst
Risk and Treasury Officer

STC 37 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Assistant Financial Manager
Human Resource Manager
Procurement Manager
Secretary

STC 38 : 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

Assistant Commercial Manager
Assistant Risk and Treasury Manager
Audit Manager

STC 39 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager

STC 40 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Business Development Manager
Commercial Manager
Financial Manager
Risk and Treasury Manager

STC 41 : Rs 150000

General Manager

100. STATUTORY BODIES FAMILY PROTECTION FUND

100.1 The Statutory Bodies Family Protection Fund (SBFPF) is a corporate body established since 1966 under the SBFPF Act for the purpose of providing pension to spouses and beneficiaries of employees of the Local Authorities, Sugar Industry Labour Welfare Fund, Town and Country Planning Board and the SBFPF who pass away while still in service or after retirement. Besides provision of pension services, the Fund also offers housing and personal loan for the benefit of its members and employees. Presently, there are around 4000 active and 2000 retired associates who are contributing to the Scheme of the Fund and the number of beneficiaries stands at 13000.

100.2 In furtherance of its objects, the Fund ensures the wellbeing of its members, pension beneficiaries and employees; provides continuous training and staff motivation to keep pace with development trend and meet daily challenges; improves the financial base of the organisation; and promotes its growth.

100.3 Pursuant to the amendment brought in the SBFPF Act in 2012 requiring new recruits in Local Authorities or Parastatal Bodies to contribute to the SICOM, there has been a considerable decline in the number of associates.

100.4 As head of the SBFPF, the Manager is responsible for the execution of the policy of the Board and for the management of the day-to-day activities of the Fund. The staffing complement consists of officers belonging to the accountancy class, those providing support services as well as those falling under the Workmen's Group.

100.5 For this review exercise, Management requested for the abolition of the grades of Confidential Secretary, Chief Clerk (Personal) and Chief Clerk. However, following clarifications sought during meeting, Management requested to maintain the grade of Confidential Secretary. **As regards the other two grades, Management averred that they would no longer be required and we are, consequently, abolishing them.**

100.6 As the existing structure is fit for purpose, it is being maintained.

Movement for Financial Operations Officer/Senior Financial Operations Officer

100.7 Financial Operations Officer/Senior Financial Operations Officer possessing the relevant Diploma should be allowed to move incrementally beyond top salary subject to satisfying certain criteria. **Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume**.

100. STATUTORY BODIES FAMILY PROTECTION FUND

SALARY SCHEDULE

SBFPF 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
formerly Office Attendant

SBFPF 2 : **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

SBFPF 3 : **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

SBFPF 4 : **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

SBFPF 5 : **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

SBFPF 6 : **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**

Financial Operations Officer/Senior Financial Operations Officer

SBFPF 7 : **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

SBFPF 8 : **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**

Assistant Manager/Accountant

SBFPF 9 : **Rs 130000**

Manager

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

102. SUGAR INSURANCE FUND BOARD

102.1 The Sugar Insurance Fund Board (SIFB) is the premier provider of sugar insurance in the country. It operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries and is statutorily responsible for insuring the sugar production of planters, millers and métayers from losses due to cyclone, drought, excessive rainfall and fire.

102.2 A General Manager is at the helm of the SIFB and is responsible for the control and management of the day-to-day business of the organisation. The SIFB has a function-based organisation structure comprising five departments and these are led by a Chief Operations Officer, Chief Finance Officer, Chief IT Officer, Internal Auditor and Administrative Secretary. These officers are supported by professional, technical and other staff at different levels.

102.3 In the context of this review exercise, all the proposals made by the Union and Management have been examined and discussed with the parties concerned. Stakeholders were informed of the reasons as to why certain of the proposals could not be retained. Moreover, instead of creating the grade of Network and Systems Administrator as proposed, the Bureau considers that it would be more appropriate for Management to increase the number of posts of IT Analyst *formerly Programmer/Analyst* to ensure that the Senior Network and System Administrator has the required support in managing the upcoming IT projects.

102.4 For proposals which we found justified, we have made appropriate recommendations related thereto. Following examination, we are also making the grades of Registrar and Support Officer/Senior Support Officer evanescent and providing for new levels with appropriate salary grading.

Assistant Procurement and Supply Officer (New Grade)

102.5 It has been submitted that the Procurement and Supply Unit is presently staffed by an Executive Officer who reports directly to the Administrative Secretary. However, with the expansion of procurement activities, the need is now felt for a dedicated level to assume these functions. In line with the policy of the Bureau for rationalisation of the Procurement and Supply Cadre in Parastatal Bodies, we are providing for the first level in the Cadre. The creation of this level would, however, entail consequential amendments to be brought to the scheme of service of the grade of Executive Officer.

Recommendation 1

102.6 We recommend:

(i) 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; and

(ii) that consequential amendments be brought to the scheme of service of the grade of Executive Officer with regard to the duties.

Supervisor, Registry (New Grade)

102.7 A request has been made for the grade of Registrar to be restyled Registry Superintendent as it is viewed that the current title is not appropriate. We have, for this purpose, examined the scheme of service of the grade and noted that in addition to the job title, the qualifications requirement of the grade do not commensurate with the level of duties performed. To this effect, we are making the grade of Registrar evanescent and creating a grade of Supervisor, Registry with a proper salary grading to reflect the duties performed.

Recommendation 2

102.8 We recommend the creation of a grade of Supervisor, Registry. Appointment thereto should be made by selection from among officers in the grade of Executive Officer reckoning at least four years' service in a substantive capacity in the grade.

102.9 We further recommend that the grade of Registrar be made evanescent. A personal salary has been provided to the officer in post.

ICT Technician (New Grade)

102.10 Representations have been received from the Union for the grade of Support Officer/Senior Support Officer to be restyled and upgraded to reflect the duties performed. This proposal is also supported by Management. After perusing the scheme of service of the grade as well as the newly written Job Description Questionnaires, we consider that there is a mismatch between the qualifications requirement and level of duties performed. To this effect, we are providing for a grade at appropriate level and making the grade of Support Officer/Senior Support Officer evanescent as it would be no longer required with the creation of the new level.

Recommendation 3

102.11 We recommend:

(i) that the grade of Support Officer/Senior Support Officer be made evanescent. We have provided a personal salary for the incumbents; and

(ii) the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among Support Officer/Senior Support Officers (Personal) possessing a Diploma in Information Technology or Computer Science or an equivalent qualification. On complete phasing out of the grade, selection should be made from among candidates possessing the above qualifications.

102.12 Incumbent would be required, *inter alia*, to: install, configure and upgrade users' operating systems and software; maintain, repair and administer ICT equipment;

provide technical guidance and support to end-users; and troubleshoot computer hardware and software.

Allowance to Office Auxiliary Cadre *formerly Office Care Attendant Cadre*

102.13 Head Office Auxiliaries *formerly Senior/Head Office Care Attendants* and Office Auxiliaries/Senior Office Auxiliaries *formerly Office Care Attendants* perform supplementary duties at the sub offices of the SIFB, over and above their normal schedule of work, such as cleaning of toilets, gardening, lawn mowing and other related work. They are presently being paid a monthly allowance of Rs 525, which is being revised.

Recommendation 4

102.14 We recommend that the monthly allowance payable to the Head Office Auxiliaries *formerly Senior/Head Office Care Attendants* and Office Auxiliaries/Senior Office Auxiliaries *formerly Office Care Attendants* who have to perform 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 580.

Bad Road Allowance

102.15 As per existing provisions, officers using their motorcycles for performing official travelling are paid a Bad Road Allowance of Rs 375 whereas those using their motorcars are paid Rs 880 monthly. We are revising the quantum of the allowance.

Recommendation 5

102.16 We recommend that the quantum of the monthly Bad Road Allowance payable to officers performing official travelling be reviewed as follows:

Bad Road Allowance for:	Rs
(a) Eligible Field Staff using Motorcycles	**415**
(b) Eligible Field Staff using Motorcars	**970**

Human Resource Officer/Senior Human Resource Officer

102.17 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 Chapter on Observations and General Provisions of this Volume.**

102. SUGAR INSURANCE FUND BOARD

SALARY SCHEDULE

SIFB 1 : Rs 30265

Safety and Health Officer (Part-time)

SIFB 2 : 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
formerly Office Care Attendant

SIFB 3 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver (New Grade)

SIFB 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Driver/Handy Worker (Personal)

SIFB 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 – 38215

Handy Worker (Skilled)

SIFB 6 : 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 Care Attendant

SIFB 7 : 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 - 42050

Telephonist/Receptionist

SIFB 8 : 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

SIFB 9 : 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 Procurement and Supply Officer (New Grade)
Executive Officer

SIFB 10 : 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 - 46900 x 1050 - 49000 x 1100 - 52300

Field Officer/Senior Field Officer

102. SUGAR INSURANCE FUND BOARD (Contd)

SIFB 11 : 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 - 53400

Technical Design Officer

SIFB 12 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Supervisor, Registry (New Grade)

SIFB 13 : Rs 26645 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 - 46900 x 1050 - 49000 x 1100 - 54500

Support Officer/Senior Support Officer (Personal)

SIFB 14 : 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

SIFB 15 : 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

SIFB 16 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Higher Executive Officer

SIFB 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

Human Resource Officer/Senior Human Resource Officer

SIFB 18 : 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)

SIFB 19 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Registrar (Personal)
Senior Executive Officer
Supervisor (Office/Field)
formerly Field/Operations Supervisor
Senior Technical Design Officer

102. SUGAR INSURANCE FUND BOARD (Contd)

SIFB 20 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Claims Officer

SIFB 21 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Principal Technical Design Officer

SIFB 22 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Accounting Technician/Senior Accounting Technician
formerly Accounting Technician

SIFB 23 : 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

IT Analyst
formerly Programmer/Analyst
Land Surveyor

SIFB 24 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 75500 x 2250 - 77750

Area Manager

SIFB 25 : 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 - 86750

Internal Auditor/Senior Internal Auditor

SIFB 26 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Secretary
Internal Auditor (Personal)
Manager, Finance
Operations Manager
Senior Network and System Administrator
Senior Software Engineer

SIFB 27 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Chief Finance Officer
Chief IT Officer
Chief Operations Officer

102. SUGAR INSURANCE FUND BOARD (Contd)

SIFB 28 : Rs 150000

General Manager

103. TAMIL SPEAKING UNION

103.1 The Tamil Speaking Union (TSU), a body corporate under the *aegis* of the Ministry of Arts and Culture, is responsible for promoting the Tamil language in its spoken and written forms. It provides friendship and understanding between the Tamil Speaking people of the world; promotes and encourages 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.

103.2 At present, the organisation structure of the TSU comprises the grades of Driver/Office Care Attendant, Clerk/Word Processing Operator, Accounts Clerk and Programme Coordinator. In the context of this review, Management has, among others, submitted proposals for provision of training, creation of the grades of Director and Human Resource Officer on a part-time basis and implementation of home working.

103.3 Upon examination of the requests, it has been observed that three grades created since 2016 are still vacant. In view of the establishment size and the extent of activities devolving on the TSU, the current structure is being maintained.

Part-Time Teachers

103.4 Teachers teaching levels 1 and 2 are presently remunerated at the rate of Rs 165/hr and Teachers teaching levels 3, 4 and 5 are remunerated at the rate of Rs 235/hr. The quantum of the allowances is being revised.

Recommendation 1

103.5 We recommend that:

(i) Teachers teaching levels 1 and 2 should be remunerated at the rate of Rs 180/hr; and

(ii) Teachers teaching levels 3, 4 and 5 should be remunerated at the rate of Rs260/hr.

103.6 We further recommend that 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.

103. TAMIL SPEAKING UNION

SALARY SCHEDULE

TSU 1 : 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
formerly Driver/Office Care Attendant

103. TAMIL SPEAKING UNION (Contd)

TSU 2 : 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

TSU 3 : 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

TSU 4 : 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

Programme Coordinator

104. TAXI OPERATORS WELFARE FUND

104.1 The Taxi Operators Welfare Fund (TOWF) was established under the Taxi Operators Welfare Fund Act 2021 with the primary objective to promote and advance the welfare of taxi operators in Mauritius. In line with its statutory mandate, the Fund is expected to manage and optimise its financial and other resources to support the social and economic welfare of taxi operators and their families. It is further entrusted with the development and implementation of welfare schemes, including loan facilities and other forms of financial assistance as well as the execution of targeted projects aimed at improving the quality of life of its beneficiaries.

104.2 On the basis of requests submitted by Management, we are in this Report making provision for the creation of a number of grades to facilitate the operationalisation of the Fund.

Administrative Manager (New Grade)

Recommendation 1

104.3 We recommend the creation of a grade of Administrative Manager. Appointment thereto should be made by selection from among candidates possessing a Degree in Business Administration or Public Administration and a Master's Degree in Business Administration or Public Administration or an equivalent qualification and reckoning at least five years' experience in the relevant field.

104.4 Incumbent would be required, *inter alia*, to: be responsible for the effective and efficient management of the day-to-day business of the Fund and for the execution of the decisions of the Board; act as Secretary to the Board and ensure follow-up and implementation of its decisions; deal with matters relating to tenders, contracts, insurance, acquisition and leases of property and maintenance; ensure the maintenance of an updated Register as required under section 18 of the TOWF Act; formulate and implement manpower planning/development and training schemes; deal with personnel, financial and procurement matters; and assist in the formulation and implementation of policies relating to industrial relations, discipline, safety and health and staff welfare.

Programme Welfare Officer (New Grade)

Recommendation 2

104.5 We recommend the creation of a grade of Programme Welfare Officer. Appointment thereto should be made by selection from among candidates who hold a Degree in Social Work or Communication or Mass Communication or Policy Studies or Journalism or Humanities or Public Relations or an equivalent qualification and reckon at least five years' experience in social work, project design and project management.

104.6 Incumbent would be required, among others, to: assist the Administrative Manager in planning, developing and implementing programmes for the welfare of taxi operators; be responsible for the organisation of seminars, symposium, forums, talks and welfare activities along with production of radio and TV programmes on the activities of the Fund; conceptualise, design and formulate innovative projects relating to the welfare of taxi operators; coordinate, monitor, evaluate and write report on project activities; update contents of the social media platforms operated by the Fund; assist in the preparation of the Fund's yearly estimates and the Annual Reports; act as Secretary to committees/meetings; and conduct enquiries relating to cases requiring social alleviation.

Programme Welfare Assistant (New Grade)

Recommendation 3

104.7 We recommend the creation of a grade of Programme Welfare Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work or Journalism or Humanities or Communication or Mass Communication or Public Relations or an equivalent qualification and reckoning at least one year post-qualification experience in social work, journalism or communication.

104.8 Incumbent would, *inter alia*, be required to: assist in the organisation of information, education and communication activities; organise sport, recreational and other welfare activities and functions; coordinate counselling meetings relating to taxi operators in need of assistance; perform periodic site visits to taxi stands/bases of operation to interact with taxi operators; draft progress reports, briefs and memorandum on welfare activities; and keep register of assistance provided to taxi operators.

Assistant Financial Operations Officer (New Grade)

Recommendation 4

104.9 We recommend the creation of a grade of Assistant Financial Operations 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.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 5

104.10 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.

Management Support Officer (New Grade)

Recommendation 6

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

Receptionist/Telephone Operator (New Grade)

Recommendation 7

104.12 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 one sitting or passes in at least five subjects with at least Grade C in English Language and French obtained on one Certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification.

104.13 Incumbent would, among others, be required to: operate the telephone switchboard; record incoming and outgoing calls and convey messages; provide information regarding the activities and schemes of the Fund; attend to and direct visitors; and perform simple clerical duties.

Driver/Office Auxiliary (New Grade)

Recommendation 8

104.14 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 holding a valid driving licence to drive cars, vans and minibuses or lorries up to five tons.

104.15 Incumbent would, among others, be required to: drive with proper care the vehicles of the Fund; carry out simple checks/maintenance tasks; perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents; operate office equipment such as duplicating binding machine, photocopying machine, fax machine and telephone switchboard/PABX console, whenever required; open and close offices; and keep the premises clean.

104. TAXI OPERATORS WELFARE FUND

SALARY SCHEDULE

TOWF 1 : **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)

TOWF 2 : **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 (New Grade)

TOWF 3 : **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)

TOWF 4 : **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 (New Grade)
Assistant Procurement and Supply Officer (New Grade)

TOWF 5 : **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 - 55950**

Programme Welfare Assistant (New Grade)

TOWF 6 : **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**

Programme Welfare Officer (New Grade)

TOWF 7 : **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Administrative Manager (New Grade)

105. TELUGU SPEAKING UNION

105.1 The Telugu Speaking Union is a body corporate established under the Telugu Speaking Union Act 2008 as subsequently amended and it operates under the *aegis* of the Ministry of Arts and Culture.

105.2 Its objectives are, among others, to promote the Telugu language in its spoken and written form; provide facilities for the exchange of views affecting the interest, wellbeing, development, relationships and common problems of the Telugu-speaking people of the world; and promote intercultural as well as interlinguistic understanding and harmony through exchange and participation in joint projects.

105.3 A consultative meeting was held with the representatives of the Ministry of Arts and Culture during which the Bureau was informed that, due to a change of Board members at the Telugu Speaking Union, no proposal would be made. Nevertheless, the representatives of the parent Ministry were requested to submit their proposals following the appointment of new Board members.

105.4 As at the date of the publication of this Report, the Bureau did not receive any submission from Management of the parent Ministry. In the circumstance, we are not making any recommendation. Nevertheless, this does not preclude Management from submitting its requests for creation of additional levels based on functional needs, on an *adhoc* basis, even after the publication of this Report.

106. TOURISM AUTHORITY

106.1 Founded in 2004, the Tourism Authority (TA) is the regulatory and licensing body of the tourism industry in Mauritius. To this end, the TA licenses, regulates and supervises the activities of tourist enterprises, tourist accommodations, pleasure crafts, skippers, canvassers and whale and dolphin watching to ensure that they comply with the existing regulations, standard, norms and guidelines. Classification of hotels into grades starting from two star to five star; enhancing the tourism product portfolio and cleaning, embellishment and upgrading of tourist sites and iconic places are some of the other responsibilities of the TA.

106.2 A Director, who is at the helm of the TA, holds the overall responsibility for its effective administration, control and management. The latter is assisted by the Deputy Director, Managers and a cohort of professional and technical staff who are responsible for the core functions, while administrative and General Services staff at various levels along with employees in the Workmen's Group provide support for the other activities.

106.3 For the current review exercise, both Management and Unions have submitted more or less similar proposals comprising, among others, creation and restyling of grades; amendment to schemes of service; uplifting of salary; and upgrading of qualifications requirement.

106.4 After examination and based on operational requirements, we are providing the TA with new positions to enable it to deliver its services effectively.

Examiner (New Grade)

106.5 The Skipper Unit is required, among others, to conduct competency tests for aspiring Skippers. At present, this function is being carried out by an Assistant Examiner and a pool of trainers employed on contractual basis. In order to strengthen accountability and effectiveness of the Unit, a case has been made for the creation of a grade of Examiner/Surveyor. In the same vein, a proposal has been made for the grade of Assistant Examiner to be restyled Assistant Examiner/Surveyor. We have examined these proposals and consider that while there is need to reinforce the Unit, the existing appellations should be maintained.

Recommendation 1

106.6 We recommend the creation of a grade of Examiner. Appointment thereto should be made by selection from among candidates possessing a Certificate of Competency as Class 1 Master Mariner or an equivalent qualification and reckoning at least three years' experience in Marine Navigation.

106.7 Incumbent would, *inter alia*, be required to: plan a yearly programme for the conduct of skipper examinations; prepare questionnaires in line with the syllabi; plan for practical examinations at sea; be responsible for the Provisional Skipper's Licenses; carry out surveys/inspections of pleasure crafts to ensure their

seaworthiness and extend such assistance as required by the Police/National Coast Guard (NCG) in the investigation of cases of collisions/mishaps at sea.

AIS Controller (New Grade)

106.8 In view of its plan to set up an Automatic Identification System (AIS) Monitoring Unit for the monitoring of the movement of pleasure crafts on a 24-hour basis, Management has requested for the creation of a number of grades to staff the Unit. After examination, and considering that the project is still in its early phase, we are, at this juncture, providing only for the grade of AIS Controller so that the Department may start its activities.

Recommendation 2

106.9 We recommend the creation of a grade of AIS Controller. Appointment thereto should be made by selection from among candidates:

(i) possessing the Certificate of Competency as Deck Rating in Marine Navigation and proof of having served as such in the Merchant Navy or an equivalent qualification; and

(ii) reckoning at least three years' post-qualification experience in Marine Navigation and Maritime Operations.

106.10 Incumbent would be required, among others, to: ensure operational status of all equipment; have good situational awareness of pleasure crafts at sea; maintain tracks of all pleasure crafts especially those operating outside the lagoon; report on suspicious movement of pleasure crafts; maintain tracks on a navigational chart in respect of pleasure craft deemed to be suspicious and maintain records of all marine VHF radio communications and telephonic conversations with the NCG as per the Standard Operating Procedures.

Cleaning and Embellishment Unit

106.11 The Cleaning and Embellishment Unit is involved in various cleaning projects for the embellishment and uplifting of the various tourist sites including beaches, across the island and islets. It also provides support to other cleaning agencies and is currently manned by General Workers, among whom some are assigned the duties of Supervisor, Driver and Stores Assistant. Some of these employees are also required to perform skilled duties. To this effect, requests have been made by the different parties for the creation of various grades for the proper functioning of the Unit. After examination, we are providing for those grades deemed justified.

Field Supervisor (New Grade)

Recommendation 3

106.12 We recommend the creation of a grade of Field Supervisor. Appointment thereto should be made by selection from among serving employees of the TA who possess the Certificate of Primary Education or the Primary School

Achievement Certificate and reckon at least five years' service in a substantive capacity in their grades.

106.13 Incumbent in the grade of Field Supervisor would be required, among others, to: distribute work to employees under his supervision and maintain discipline; exercise site supervision and ensure that the work is properly performed; prepare daily progress of work of his team; keep an inventory of tools and materials issued to him and the workers; keep record of the daily attendance; ensure proper usage of materials on site of work; and record movement of vehicles on site.

Handy Worker (Multi-Skilled) (New Grade)

Recommendation 4

106.14 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) in any one of the following trades: Electrical, Plumbing and Pipe Fitting, Painting, Masonry works, Carpentry, Mechanical and Welding or an equivalent qualification and reckoning at least two years' relevant experience in any two other trades mentioned above.

106.15 The Handy Worker (Multi-Skilled) would be required, *inter alia*, to perform duties as may be assigned as per the respective certified trade; undertake minor repairs and maintenance works in the trade for which relevant experience has been claimed; and provide general assistance on sites of work and carry out cleaning and embellishment works.

Driver (New Grade)

Recommendation 5

106.16 We recommend the creation of a grade of Driver. Appointment thereto should be made by selection from among serving employees of the TA possessing the Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification and possessing a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons.

106.17 The Driver would be required, among others, to: drive vehicles of the TA for the conveyance of staff and visitors, materials and equipment; carry out simple checks/maintenance tasks; report any defect observed to the Officer-in-Charge of transport; and attend to minor repairs.

Stores Assistant (New Grade)

Recommendation 6

106.18 We recommend the creation of a grade of Stores Assistant. Appointment thereto should be made by selection from among serving employees of the TA possessing the Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.

106.19 Incumbent in the grade of Stores Assistant would be responsible, *inter alia*, for: opening and closing of stores premises; keeping records of tools, materials and other stores items received and issued to workers; carrying out inventory of tools, equipment and other items at regular intervals; ensuring that items of stores or shelves are properly arranged and maintained; and ensuring that all packing materials and empty crates are removed from stores.

Schemes of Service – Manager, Licensing
Manager, Monitoring and Compliance
Manager, Tourism Product Development and Innovation

106.20 At present, appointment to the grades of Manager, Licensing; Manager, Monitoring and Compliance; and Manager, Tourism Product Development and Innovation are made from candidates possessing a Degree or Master's Degree in certain specific fields together with some years of post-qualification experience in the tourism sector. These grades are currently vacant and the responsibilities attached thereto are being assumed by officers of the Tourism Enforcement Officer Cadre. To this effect, Management has requested that these grades be filled from Principal Tourism Enforcement Officers and in the absence of suitably qualified candidates, recruitment to be made from external candidates possessing the required qualifications.

106.21 Amendment to schemes of service is normally the prerogative of Management. However, in the present case, it is observed that the serving officers have, over the years, acquired the relevant experience and those possessing the required qualifications stand a fair chance to be appointed to the higher positions. Hence, to provide a clear career path for the latter, we are making appropriate provisions.

Recommendation 7

106.22 We recommend that Management should consider amending the schemes of service of the grades of Manager, Licensing; Manager, Monitoring and Compliance; and Manager, Tourism Product Development and Innovation such that, henceforth, these are filled from Principal Tourism Enforcement Officers and candidates possessing the qualifications listed in the existing schemes of service.

Scheme of Service – Office Management Assistant
formerly Higher Executive Officer

Recommendation 8

106.23 We recommend that the grade of Office Management Assistant *formerly Higher Executive Officer* should be filled by promotion of officers in the grade of Executive Officer (Personal). Upon complete phasing out of the grade of Executive Officer (Personal), appointment should be made by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity in the grade.

Flexibility for determination of salary package

106.24 Under existing arrangements, the TA is vested with the flexibility to determine the salary package of incumbents in grades where challenges are encountered in attracting and retaining suitably qualified and experienced candidates. Given the importance of the tourism sector to the Mauritian economy, we are maintaining this provision.

Recommendation 9

106.25 We recommend that, in case of difficulty in the 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.

Movement beyond top for Human Resource Officer/Senior Human Resource Officers

106.26 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 Chapter on Observations and General Provisions of this Volume**.

106. TOURISM AUTHORITY

SALARY SCHEDULE

TA 1 : Rs 30265

Safety and Health Officer (Part Time)

TA 2 : 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

TA 3 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Office Attendant (Ex-SMEDA) (Personal)
Stores Assistant (New Grade)

TA 4 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Documentation Assistant

106. TOURISM AUTHORITY (Contd)

TA 5 : 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
formerly Office Attendant

TA 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver (New Grade)
Driver/Office Auxiliary
formerly Driver/Attendant

TA 7 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor (New Grade)

TA 8 : 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

TA 9 : Rs 25145 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

Handy Worker (Multi-Skilled) (New Grade)

TA 10 : 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
Skipper

TA 11 : 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

TA 12 : 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
Assistant Procurement and Supply Officer
Executive Officer (Personal)

TA 13 : Rs 27265 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 - 51200

Tourist Warden

106. TOURISM AUTHORITY (Contd)

TA .14 : 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

TA 15 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

TA 16 : Rs 27905 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 QB 55950 x 1450 - 57400

Assistant Public Relations Officer

TA 17 : Rs 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

AIS Controller (New Grade)

TA 18 : 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

Tourism Enforcement Officer

TA 19 : 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
formerly Higher Executive Officer

TA 20 : 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

TA 21 : 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

TA 22 : 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

Assistant Examiner

TA 23 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Senior Tourism Enforcement Officer

106. TOURISM AUTHORITY (Contd)

TA 24 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Accounting Technician/Senior Accounting
formerly Accounting Technician

TA 25 : 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

Public Relations/Customer Care Officer
Training Co-ordinator

TA 26 : 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

IT Analyst
formerly IT Officer

TA 27 : 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

Administrative Officer
Internal Auditor

TA 28 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Principal Tourism Enforcement Officer

TA 29 : 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 - 86750

Accountant/Senior Accountant

TA 30 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Examiner (New Grade)
Manager, Administration and Corporate Services
Manager, IT (Personal)
Manager, Licensing
Manager, Monitoring and Compliance
Manager, Tourism Product Development and Innovation

TA 31 : Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy Director

106. TOURISM AUTHORITY (Contd)

TA 32 : Rs 150000

Director

107. TOURISM EMPLOYEES WELFARE FUND

107.1 The Tourism Employees Welfare Fund (TEWF), operational since August 2003, is mandated to set up schemes and projects and carry out such other activities as may be considered desirable for promoting the welfare of employees of tourism enterprises and their families. As per statutory requirements, every employer and employee in the tourism sector is required to contribute to the Fund.

107.2 In accordance with its mission, the TEWF has since its inception been supporting the employees of the tourism sector by managing for them an array of social, educational, financial and welfare schemes. These include grants, gifts, scholarships, leisure and outdoor activities and training sessions. The schemes and projects are meant, among others, to boost productivity of the employees at work; improve the quality of their life both in their work environment and at home; and meet their leisure needs as well as that of their families. The TEWF also operates a regional office in Rodrigues for the benefit of the employees of the tourism sector in the island.

107.3 At the helm of the TEWF, there is a Secretary who is in charge of the execution of the policy and the control and management of the day-to-day business of the Fund. He is assisted in his tasks by incumbents in the grades of Accountant, Programme Welfare Officer, Programme Welfare Assistant, Accounting Technician, Accounts Officer, Accounts Clerk and other grades in a supporting role.

107.4 In the context of this review, we received representations for the grade of Accounting Technician to be restyled into Accounting Technician/Senior Accounting Technician, creation of a grade of Office Management Executive and provision of loan facilities for the purchase of a motorcycle to the Clerk/Word Processing Operator in Rodrigues. These have been duly examined.

107.5 As we consider the structure in place to be adequate to enable the TEWF operate efficiently, we do not propose to bring any change thereto.

107. TOURISM EMPLOYEES WELFARE FUND

SALARY SCHEDULE

TEWF 1 : 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
formerly Driver/Office Attendant

107. TOURISM EMPLOYEES WELFARE FUND (Contd)

TEWF 2 : 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

TEWF 3 : 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

TEWF 4 : 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

TEWF 5 : 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

TEWF 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 x 1100 - 54500 x 1450 - 55950

Programme Welfare Assistant

TEWF 7 : 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

TEWF 8 : 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

TEWF 9 : 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

TEWF 10 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

TEWF 11 : 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

Programme Welfare Officer

107. TOURISM EMPLOYEES WELFARE FUND (Contd)

TEWF 12 : 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

Accountant

TEWF 13 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Secretary

108. TOWN AND COUNTRY PLANNING BOARD

108.1 The Town and Country Planning Board (TCPB) is a body corporate which was established pursuant to the Town and Country Planning Act 1954. It is required to prepare Outline Schemes and examine the details thereof in respect of declared planning areas after consultation with the Local Authority. In addition, the TCPB ensures that the Outline Schemes are constantly reviewed so as to respond to the new challenges and changing government policies with regards to economic development, environmental sustainability and social equity.

108.2 It has been submitted that the Planning and Development Act 2004, which has partially come into operation, brings forth the establishment of a National Planning and Development Commission (NPDC) against the dissolution of the Town and Country Planning Board. Nonetheless, the aforesaid Act also provides for the TCPB to continue its existence and operations pending the constitution of the NPDC.

108.3 Presently, the TCPB has a workforce of six officers and is headed by a Chief Planning Inspector, who has been assigned the responsibility of an Administrative Manager for the day-to-day management of the Board. The latter is assisted by officers occupying the positions of Senior Planning Inspector, Higher Executive Officer, Confidential Secretary, Management Support Officer and Office Attendant. However, in view of its decreasing activities, some officers of the Board are required to service the Morcellement Unit of the parent Ministry on a weekly basis.

108.4 Representations received from Management for this review were mainly focussed on: creation of a grade of Office Management Assistant; restyling a few grades with what obtains in the Civil Service; abolition of the grade of Executive Officer (Personal); reviewing the top salary of certain grades; and including the Acting Allowance in the computation of pensions benefits.

108.5 During consultation, Management was provided with ample explanations on each of its demand along with the reasons as to why the Bureau could not accede to certain requests. Moreover, since the issue concerning the computation of pensions benefits relates to the general Conditions of Service, Management was informed that same would be dealt with holistically in Volume 1 of this Report.

108.6 Owing to a decline of its activities and pending the establishment of the said NPDC, the Bureau considers the present structure to be adequate to meet the objectives of the Board. Nevertheless, we are, in this Report, aligning the grade of Planning Officer/Senior Planning Officer with what obtains in the Civil Service.

Town Planner/Senior Town Planner
formerly Planning Officer/Senior Planning Officer

108.7 Pursuant to the Town Planners' Council Act and in line with what obtains in the Civil Service, we are restyling the grade of Planning Officer/Senior Planning Officer.

Recommendation 1

108.8 We recommend that the grade of Planning Officer/Senior Planning Officer be restyled Town Planner/Senior Town Planner.

108.9 We also recommend that, henceforth, appointment to the grade of Town Planner/Senior Town Planner *formerly Planning Officer/Senior Planning Officer* should be made by selection from among candidates who are registered as Town Planners with the Town Planners' Council.

108.10 This element has been taken into consideration in arriving at the salary recommended for the grade.

Abolition of grade

108.11 At the request of Management, **we are abolishing the grade of Executive Officer (Personal)**.

108. TOWN AND COUNTRY PLANNING BOARD

SALARY SCHEDULE

TCP 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
formerly Office Attendant

TCP 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

TCP 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 - 44960

Word Processing Operator

TCP 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

TCP 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

108. TOWN AND COUNTRY PLANNING BOARD (Contd)

TCP 6 : 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

TCP 7 : 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
formerly Higher Executive Officer

TCP 8 : 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 - 60600

Planning Inspector

TCP 9 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Senior Planning Inspector

TCP 10 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Chief Planning Inspector

TCP 11 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Town Planner/Senior Town Planner
formerly Planning Officer/Senior Planning Officer

TCP 12 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Administrative Manager

109. TRADE UNION TRUST FUND

109.1 The Trade Union Trust Fund (TUTF) is a body corporate set up under Act No. 1 of 1997 and operates under the *aegis* of the Ministry of Labour and Industrial Relations.

109.2 Its objectives are to, *inter alia*, receive and manage funds and other property obtained from Government and other sources; provide assistance to workers' organisations; 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; and promote workers' education.

109.3 The TUTF is manned by officers in the grades of Executive Secretary, Clerk/Word Processing Operator and General Worker.

109.4 No representation was received from the staff side while Management requested to restyle the grades of Clerk/Word Processing Operator and General Worker to another appellation and to abolish the grade of Executive Secretary.

109.5 After examining the requests, the Bureau considers that the appellation of the grades of Clerk/Word Processing Operator and General Worker are appropriate. We are, thus, bringing no change to the existing structure.

General Worker

109.6 A General Worker is currently being paid a monthly allowance for performing duties of the grade of Office Attendant. Since the present arrangement is still effective, we are maintaining this provision.

Recommendation 1

109.7 We recommend that incumbent in the grade of General Worker who is required to perform daily the duties of Office Auxiliary/Senior Office Auxiliary should continue to be paid a monthly allowance equivalent to three increments at the salary point reached in the salary scale.

109. TRADE UNION TRUST FUND

SALARY SCHEDULE

TUTF 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

TUTF 2 : 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

109. TRADE UNION TRUST FUND (Contd)

TUTF 3 : 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

Executive Secretary

110. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

110.1 As a body corporate, the Training and Employment of Disabled Persons Board (TEDPB) was established under Act No. 9 of 1996 (subsequently amended in 2012). Pursuant to the passing of the Protection and Promotion of the Rights of Persons with Disabilities Bill in December 2023, the Training and Employment of Disabled Persons Act would be repealed and subsequently, the functions and powers of this corporate body would be taken over by a new entity which would be known as the National Disability Authority.

110.2 For the last review, Management proposed that no amendments be brought to the structure of the Board pending the finalisation of the Disability Bill. In the context of this Report, Management has once again not submitted any proposals and the Bureau has been informed that a major restructuring exercise is underway following the passing of the Protection and Promotion of the Rights of Persons with Disabilities Bill in December 2023. Consequently, we are maintaining the present organisation structure.

110. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD
SALARY SCHEDULE

TEDPB 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

TEDPB 2 : **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**

Gardener
Office/Transport Attendant

TEDPB 3 : **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**

Workshop Assistant

TEDPB 4 : **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
formerly Driver/Office Attendant

TEDPB 5 : **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

110. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD (Contd)

TEDPB 6 : **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 - 43990**

Assistant Stores Officer (Personal)

TEDPB 7 : **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**

Assistant Instructor/Instructor

TEDPB 8 : **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

TEDPB 9 : **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 - 47950**

Customer Service Clerk

TEDPB 10 : **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

TEDPB 11 : **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**

Disability Employment Officer

TEDPB 12 : **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

TEDPB 13 : **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

TEDPB 14 : **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
formerly Higher Executive Officer

TEDPB 15 : **Rs 102500 x 3750 - 110000 x 4000 - 114000**

General Manager

111. TRUST FUND FOR EXCELLENCE IN SPORTS

111.1 The Trust Fund for Excellence in Sports (TFES) has been set up under the Finance and Audit (Trust Fund for Excellence in Sports) Regulations 2002. It became operational in 2005 under the *aegis* of the Ministry of Youth and Sports. The object of the Fund is to design, finance and implement projects and schemes for the benefit of: sportsmen and sportswomen who have achieved excellence in their respective fields at national or international level; young athletes who have achieved excellence in their respective field at school level; and retired sportsmen and sportswomen who need support and financial assistance in order to embark on other professional activities.

111.2 A Management Committee administers and manages the TFES. As provided in the Act, a Director is the chief executive officer of the Fund. The latter is responsible to the Committee for the execution of the policy and control and management of the day-to-day business of the TFES. He is assisted in the discharge of his duties by officers in the grades of Administrative Support Officer and Administrative Support Assistant. The other grades that exist on its establishment are Academic Coordinator, Technical Tutor, TFES Coordinator (Rodrigues) and TFES Secretary (Rodrigues), which are filled on part-time and contract basis.

111.3 For this review exercise, no representation was made by the staff side. Management requested for the creation of different grades on its establishment given that the TFES would be governed by the recommendations of the PRB Report.

111.4 While examining the proposed schemes of service, we observed that the duties of the grade of Administrative Support Officer are similar to what obtains for the grade of the Management Support Officer in Parastatal Bodies and those of the grades of Administrative Support Assistant and TFES Secretary (Rodrigues) are of a clerical nature. It was also noted that the grades of Academic Coordinator and TFES Coordinator (Rodrigues) carry out similar duties.

111.5 Taking into account the Fund's objectives/functions and for harmonisation purpose, we consider that a structure comprising the grades of Director, Management Support Officer, Clerical Officer and Coordinator (Part-time) is adequate to fulfil the Fund's mandate effectively.

Director (New Grade)

Recommendation 1

111.6 We recommend the creation of a grade of Director. Appointment thereto should be made by selection from among candidates possessing a Degree in Administration or Management or Finance or Human Resource Management or an equivalent qualification and a Master's Degree in a relevant field, and reckoning at least five years' experience at senior management level.

111.7 Incumbent would be responsible for the implementation of the objects of the TFES and be required, among others, to: develop strategic plan to achieve the Fund's objectives; establish appropriate guidelines, systems and procedures to ensure operational effectiveness and efficiency; provide advice to the Management Committee on matters relevant to the effective and efficient operation of the Fund; monitor the implementation of all projects undertaken; and plan, organise and coordinate all TFES missions and exercise necessary follow up on agreed deliverables.

Management Support Officer (New Grade)

Recommendation 2

111.8 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.

Clerical Officer (New Grade)

Recommendation 3

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

111.10 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 duties, under supervision; type, collate general office correspondence and documents; operate email services and carry out secretarial duties, as and when required; and assist in administrative duties as well as provide general support to operational services.

Coordinator (Part-Time) (New Grade)

Recommendation 4

111.11 We recommend the creation of a grade of Coordinator (Part-Time). 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".

111.12 Incumbent would be required, among others, to: meet parents of athletes to explain TFES projects once recommendation of Sports Federation has been cleared by the Management Committee; advise athletes under TFES Programme on choice of subjects and arrange for academic support wherever needed; meet with athletes, school administration and tuition teachers for academic follow up of athletes; monitor presence of athletes at school with help of school administration;

organise canteen facilities in respect of these athletes; and maintain database of athletes, schools and academic results and other data related to the programme.

Technical Tutor (Part-Time)

111.13 Presently, the part-time position of Technical Tutor is filled on contractual/sessional basis and incumbents are paid a monthly allowance. Since the present arrangement suits the operational needs of the Fund, as informed by Management, we consider that same should continue to prevail. **However, Management should initiate procedures through the proper channel, for the payment of an allowance to incumbents, as to be determined by the Bureau**.

Option to Join

111.14 Existing substantive employees in the grades of Administrative Support Assistant and Administrative Support Officer may be given the option to join the new grades of Clerical Officer and Management Support Officer respectively, provided they satisfy the qualifications requirement recommended for the grades concerned.

111. TRUST FUND FOR EXCELLENCE IN SPORTS SALARY SCHEDULE

TFES 1 : Rs 17975

Coordinator (Part-Time) (New Grade)

TFES 2 : 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 (New Grade)

TFES 3 : 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)

TFES 4 : Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Director (New Grade)

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

112.1 Operating under the *aegis* of the Ministry of Health and Wellness (MOHW) since 1998, the Trust Fund for Specialised Medical Care (Cardiac Centre) is dedicated to the prevention, diagnosis and treatment of cardiac diseases. To this end, it provides services relating to Coronary Angiography, Coronary Angioplasty and stent implantation as well as Closed and Open-Heart Surgery. Besides these core services, the Cardiac Centre also acts as facilitator for the provision of Neuro Surgery, Thoracic Surgery and Renal Transplantation.

112.2 The staffing structure of the Cardiac Centre comprises doctors, nursing personnel, Specialised Perfusionist/Senior Specialised Perfusionists, Specialised Physiotherapists, administrative personnel, medical records staff, Nursing Aids and other supporting staff. While the clinical administration falls under the purview of the Director Cardiac Services, the Executive Director who is at the apex of the organisation, has the overall responsibility of the Cardiac Centre.

112.3 Requests that did not meet the established criteria for creation or restyling of grades were not retained. Moreover, cases where existing grades were vacant or where amendments to the schemes of service of the existing levels were underway, Management was advised to fill in the vacant positions in the first instance before considering creation of new levels. The payment of a performance bonus could not be acceded to. As regards Continuing Professional Development to officers other than doctors, the Bureau considers that Management should liaise with the MOHW for its provision.

112.4 Overall, we consider the existing structure of the Cardiac Centre to be appropriate. However, we are providing for a level of Human Resource Management Officer in view of the scope of the human resource activities; and granting an allowance to the seniormost Receptionist/Telephonist (Roster) for performing additional duties. Concerning provision of communication facilities to certain officers, we have duly taken note that the requests, which are administrative issues, would be looked into by Management.

Human Resource Management Officer (New Grade)

112.5 At present, the human resource function is being undertaken by a Human Resource Officer/Senior Human Resource Officer who works under the responsibility of the Administrative Secretary. It has been submitted that a professional level is required for the efficient functioning of the department. We are recommending accordingly.

Recommendation 1

112.6 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 and reckoning at least three years' post-qualification experience in the field of human resource management.

112.7 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; cater for employees' welfare, health and safety issues; keep abreast of all applicable laws relating to human resource and advise Management on such matters; and take actions to ensure compliance within the organisation.

Allowance to seniormost Receptionist/Telephonist (Roster)

112.8 A request has been made to review the salary of the grade of Receptionist/Telephonist (Roster). While examining the job descriptions, we have noted that only the seniormost incumbent performs additional duties such as planning and preparing roster for the Receptionist/Telephonists (Roster). The salary of the grade is considered to be appropriate based on its duties/responsibilities. However, we are making provision for an allowance to compensate the seniormost officer for the additional duties performed.

Recommendation 2

112.9 We recommend that the seniormost Receptionist/Telephonist (Roster) should be paid a monthly *adhoc* allowance of Rs 450 for performing the additional duties mentioned above.

On-Call and In-Attendance Allowances

112.10 As per arrangement in place, doctors as well as Specialised Physiotherapists and Specialised Perfusionist/Senior Specialised Perfusionists are entitled to On-call and In-attendance Allowances for being on-call after their normal hours of work and attending duty while on-call.

112.11 Pursuant to a labour dispute with respect to the hours of work of the doctors, an agreement was reached at the level of the Commission for Conciliation and Mediation whereby the new hours of work of the doctors are now from 0900 to 1600 on weekdays and from 0900 to 1200 on Saturdays. The working hours of the Specialised Physiotherapists and Specialised Perfusionist/Senior Specialised Perfusionists were also reviewed by the Board as they all work in a team.

112.12 The revised quantum of the allowance takes into consideration the change in the working hours of the incumbents.

Recommendation 3

112.13 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 follows:

Grades / On-call	Director Cardiac Services, Cardiologist, Cardiac Surgeon, Cardiac Anaesthetist and Vascular Surgeon Rs	Specialised Physiotherapist Rs	Specialised Perfusionist/ Senior Specialised Perfusionist Rs
Weekdays **1600 hours to 0900 hours the following day**	**1260**	**415**	**385**
Saturdays **1200 hours to Sunday 0900 hours**	**1885**	**580**	**540**
Sundays and Public Holidays **0900 hours to 0900 hours the following day**	**1885**	**695**	**650**

112.14 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 1080 per hour**
(ii)	**Specialised Physiotherapists**	**Rs 230 per hour**
(iii)	**Specialised Perfusionist/ Senior Specialised Perfusionists**	**Rs 215 per hour**

112.15 However, for the days when the aforementioned officers would continue to work at the Cardiac Centre after their normal hours up to 0900 hours the next day, they 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.

Allowance for coverage at Night, Sunday and Public Holiday

112.16 Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers are compensated at the normal hourly rate at the salary point reached in their respective salary scale whenever they are called upon to put in additional hours of work at night, Saturday afternoon, Sundays and Public Holidays. This arrangement should continue.

Recommendation 4

112.17 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

112.18 The provision for Continuing Professional Development (CPD) to members of the Medical Profession on the establishment of the MOHW, is also applicable to the doctors at the Cardiac Centre. We are bringing improvement with regard to the cumulative period.

Recommendation 5

112.19 We recommend that members of the Medical Profession on the permanent and pensionable establishment of the Cardiac Centre should be:

(i) paid an allowance of Rs 13345 annually, cumulative over a period of four 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 fifth 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

112.20 A yearly Book Allowance is currently payable to members of the Medical Profession at the Cardiac Centre for the purchase of medical books, e-materials, journals and other publications. As per existing arrangement, the doctors are to be provided with a smart phone of equivalent value to the Book Allowance with the allowance set to lapse upon the grant of the smart phone. In the course of this exercise, the staff side has requested that the existing provision be reviewed so that they continue to benefit from the Book Allowance.

112.21 After examination, we consider the existing arrangement for the smartphone to replace the traditional Book Allowance to be a more appropriate one.

Recommendation 6

112.22 We recommend that:

(i) the Cardiac Centre should 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 officers should be paid an annual allowance of Rs 14500 for the purchase of medical books, e-materials, journals and other publications until such time that they are provided with the smart phone.

Special Medical Service Allowance

112.23 The provision regarding Special Medical Service Allowance as provided for members of the Medical Profession at the MOHW is equally applicable to the those on the establishment of the Cardiac Centre. This provision shall remain in effect.

Recommendation 7

112.24 We recommend that provisions made at paragraph 23.77 under the Ministry of Health and Wellness in respect of the Special Medical Service Allowance be equally applicable to members of the Medical Profession at the Cardiac Centre.

Special Provision for Officers of the Medical Profession

112.25 Under existing arrangements, members of the Medical Profession of the Cardiac Centre are allowed to move incrementally in the Master Salary Scale and enjoy car benefits similar to those provided to their counterparts at the MOHW. These provisions will continue to be applicable.

Recommendation 8

112.26 We recommend that the provisions made at paragraphs 23.85 and 23.86 under the Ministry of Health and Wellness should equally apply to members of the Medical Profession at the Cardiac Centre.

Medical Specialists

Recommendation 9

112.27 We recommend that the Cardiac Surgeons, Cardiac Anaesthetists, Cardiologists and Vascular Surgeons should be known as Consultant on reaching salary point of Rs 118000.

Bank Scheme - Specialised Nursing Officer

112.28 The Bank Scheme - Specialised Nursing Officer was introduced in 2017 to palliate the problem of shortage of staff. We have, for this Report, once again been requested to review the quantum payable on the ground that officers in lower grades are better remunerated for additional hours put in. We consider that the actual mode of remuneration under the Bank Scheme is appropriate. The quantum of the existing allowance is, however, being revised.

Recommendation 10

112.29 We recommend the payment of an All-inclusive Allowance (excluding travelling) of Rs 1090 per day session of four hours and Rs 1240 per night session of four hours to serving Specialised Nursing Officers and Specialised Head Nurses under the Bank Scheme.

112.30 We further recommend that the payment of the allowance under the Bank Scheme should be on a *pro-rata* basis whenever the officers are required to work for more or less than the specified number of hours.

Night Duty Allowance

112.31 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, is payable to officers of the Cardiac Centre who effectively work on night shift. The allowance is exceptionally computed 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 are being maintained.

Recommendation 11

112.32 We recommend that:

(i) Theatre Attendants (Shift), Nursing Aids (Shift), Ambulance Drivers (Shift) and Handy Workers (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; and

(ii) officers in the Specialised Nursing Officer Cadre, should exceptionally be paid the Night Duty Allowance at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours.

Night Attendance Bonus

112.33 Officers of the Specialised Nursing Officer Cadre who work on shift namely Trainee Specialised Nursing Officers, Specialised Nursing Officers and Specialised Head Nurses are entitled to a Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month. The quantum of the Night Attendance Bonus is being revised.

Recommendation 12

112.34 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 Rs
Trainee Specialised Nursing Officer	**675**
Specialised Nursing Officer	
Up to 10 years' service	**675**
Over 10 years' service	**840**
Specialised Head Nurse	
Up to 5 years' service	**840**
Over 5 years' service	**1010**

Diploma in Cardiac Nursing

112.35 In the 2013 PRB Report, provision was made 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. We have, in the course of this review, been apprised that the course has already been mounted and has been extended to other officers in the Cadre. We are reviewing the existing provision.

Recommendation 13

112.36 We recommend that Management should continue to make arrangements for Trainee Specialised Nursing Officers, upon completion of their three year training, as well as other officers of the Cadre to follow the Diploma course in Cardiac Nursing.

Refund of Vacation Leave and Casual Leave

112.37 At present, officers of the Specialised Nursing Officer Cadre are allowed to accumulate their vacation leave over and above their authorised ceiling. Such leave can be taken as leave prior to retirement. However, in the event the officers opt to work during the excess accumulated leave period, they are refunded the accumulated vacation leave at the rate of 1/30 at the time of retirement. In addition to the benefit pertaining to vacation leave, the officers are also refunded their unutilised casual leave. The current arrangements should continue to prevail.

Recommendation 14

112.38 We recommend that:

(i) officers of the Specialised Nursing Officer Cadre should 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) the unutilised casual leave should be refunded on a *pro-rata* basis for the year in which the officers proceed on retirement or pass 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

Recommendation 15

112.39 We recommend that Specialised Head Nurses or any other officer who is 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 Night Shift covering part of a Public Holiday

Recommendation 16

112.40 We recommend that for officers working on a night shift covering part of a Public Holiday, 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 Attendants (Shift) when posted in the Operation Theatre for a whole month

112.41 As per existing provision, a monthly allowance of Rs 490 is paid to Theatre Attendants (shift) whenever they are posted to Operation Theatres for a whole month. As this arrangement is still prevailing at the Cardiac Centre, the continued payment of this allowance is justified and the quantum thereof is being revised.

Recommendation 17

112.42 We recommend that Theatre Attendants (Shift) should be paid a monthly allowance of Rs 525 whenever they are posted to Operation Theatres for a whole month.

Movement Beyond Top Salary

112.43 Incumbents in the grades of Human Resource Officer/Senior Human Resource Officer and Senior Procurement and Supply Officer (Future Holder) possessing the relevant Diplomas should be allowed to move incrementally beyond their top salary subject to certain conditions. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume**.

Retention Allowance

112.44 Provision had previously been made for certain categories of officers of the Cardiac Centre to benefit from a Retention Allowance up to 31 December 2016. The last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the Retention Allowance. **This provision remains valid**.

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

SALARY SCHEDULE

TFSMC 1 : Rs 30265

Safety and Health Officer (Part-Time)

TFSMC 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

TFSMC 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Handy Worker (Shift)

TFSMC 4 : 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
formerly Office Attendant

TFSMC 5 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver/Officer Auxiliary (Personal)
formerly Driver/Office Attendant (Personal)

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)
(Contd)

TFSMC 6 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Nursing Aid (Shift)
Theatre Attendant (Shift)

TFSMC 7 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Handy Worker Supervisor

TFSMC 8 : 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/Telephonist

TFSMC 9 : Rs 25145 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

Driver (Shift)

TFSMC 10 : Rs 26645 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

Ambulance Driver (Shift)

TFSMC 11 : Rs 23345 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

Linen Health Officer

TFSMC 12 : Rs 24545 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

Receptionist/Telephonist (Roster)

TFSMC 13 : 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

TFSMC 14 : 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
formerly Clerical Officer/Higher Clerical Officer

TFSMC 15 : Rs 26645 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 - 46900 x 1050 - 47950

Bio-Medical Technician

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)
(Contd)

TFSMC 16 : Rs 26645 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 - 46900 x 1050 - 49000

Health Records Clerk

TFSMC 17 : 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

TFSMC 18 : 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
Assistant Procurement and Supply Officer

TFSMC 19 : 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 - 51200

Higher Health Records Clerk

TFSMC 20 : 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

TFSMC 21 : 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

TFSMC 22 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Procurement and Supply Officer

TFSMC 23 : Rs 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 – 53400 QB 54500 x 1450 - 57400

Pharmacy Technician

TFSMC 24 : 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 QB 54500 x 1450 - 57400

Trainee Specialised Nursing Officer

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)
(Contd)

TFSMC 25 : 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

TFSMC 26 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400

Health Records Officer

TFSMC 27 : Rs 30615 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 QB 57400 x 1450 - 58850

Medical Imaging Technologist

TFSMC 28 : 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

TFSMC 29 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (Future Holder)

TFSMC 30 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 58850 QB 60600 x 1750 - 62350

Specialised Nursing Officer (Male and Female)

TFSMC 31 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Procurement and Supply Officer (Personal)

TFSMC 32 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Specialised Head Nurse

TFSMC 33 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Accounting Technician/Senior Accounting Technician
formerly Accounting Technician

TFSMC 34 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600

Deputy Specialised Nursing Superintendent

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)
(Contd)

TFSMC 35 : 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

Human Resource Management Officer (New Grade)

TFSMC 36 : 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

IT Analyst
formerly IT Officer

TFSMC 37 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250

Specialised Perfusionist/Senior Specialised Perfusionist

TFSMC 38 : 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 - 86750

Accountant/Senior Accountant

TFSMC 39 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Secretary
Pharmacist/Senior Pharmacist

TFSMC 40 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Specialised Nursing Superintendent
Specialised Physiotherapist

TFSMC 41 : Rs 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Chief Specialised Nursing Superintendent

TFSMC 42 : Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Trainee Specialised Registered Medical Officer

TFSMC 43 : Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Specialised Registered Medical Officer

TFSMC 44 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000

Medical Registrar

112. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)
(Contd)

TFSMC 45 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 138000

Cardiac Anaesthetist
Cardiac Surgeon
Cardiologist
Vascular Surgeon

TFSMC 46 : Rs 150000

Director Cardiac Services

TFSMC 47 : Rs 154000

Executive Director

113. UNIVERSITE DES MASCAREIGNES

113.1 The Université des Mascareignes (UDM) falls under the *aegis* of the Ministry of Tertiary Education, Science and Research. It was set up under the UDM Act of 2012 as a body corporate and took over the functions of the former Institut Supérieur de Technologie and Swami Dayanand Institute of Management.

113.2 As objectives, the UDM shall, *inter alia*, provide a transformative educational experience that connects with the need of the job market and increases the employability of all the grades; encourage the development and review the academic programmes, teaching methods as well as assessment for continued excellence in teaching and learning; drive research which is in line with the economic development of the country; promote international collaboration in research; and disseminate research results and network with other researchers in similar fields. Courses at undergraduate and postgraduate levels are run by the University along with research degrees which are offered at the Doctoral School.

113.3 Being at the apex of the organisation, the Director-General is responsible for the control and management of the day-to-day activities of the University. He is assisted by a Deputy Director-General and Registrar in the performance of his duties and supported by a complement of staff comprising academics/ non-academics. The academic functions are clustered into three different Faculties, namely the Sustainable Development and Engineering; Business and Management; and Information and Communication Technology under the responsibility of a Dean of Faculty and/or Head of Department.

113.4 In the context of this review exercise, the Union representing the non-academic staff requested, among others, to: provide for merged level of existing grades; reinstate the evanescent grade of Workshop Assistant; create a few grades; and review the salary scales. Proposals from the academic staff were mainly geared towards the review of the salary scale of grades taking into consideration economic factors such as inflation; grant of sabbatical leave and incentive schemes; creation of the grade of Professor; review of allowances payable to academics designated as Head of Department and Head of Faculty; and establishment of a Research and Industry Innovation Hub within the UDM.

113.5 Management, on the other hand, requested to, *inter alia*: align the scheme of service of the grade of Senior Lecturer with other Higher Education Institutions; and create the grade of Assistant Maintenance Officer. The views of Management were also sought on some of the requests of the Unions. During meeting, stakeholders were apprised of certain requests which cannot be acceded to and informed that implementation issues rest with Management. Additionally, a few requests could not be examined for want of information.

113.6 The Bureau considers that the existing structure is appropriate. As regards the Sabbatical Leave Scheme, we are making provision for same.

Private Work for Registered Professionals.

Recommendation 1

113.7 We recommend that academic staff who are registered professionals should continue to be allowed to exercise their profession, provided it is done outside their working hours and is not in conflict with their work at the University.

Sabbatical Leave Scheme

113.8 Sabbatical Leave is 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, which may be spent abroad and/or locally.

113.9 Provision was made in our previous Reports for the University to consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff. During consultations, the staff side submitted that Management has not yet set up the scheme. Management was of the view that the scheme should be aligned with what obtains in other Higher Education Institutions.

113.10 The Bureau considers that it is important for academics to be able to avail of sabbatical leave for their personal and professional development. We are, therefore, making appropriate recommendations.

Recommendation 2

113.11 We recommend that the Université des Mascareignes should set up a Sabbatical Leave Scheme for its academic staff on permanent and pensionable establishment.

Consultancy Services

Recommendation 3

113.12 We recommend that the distribution ratio of the net income between the academics and supporting staff and the University in respect of Research and Consultancy Services should be as hereunder:

(i) 2 : 1 for Research and Consultancy; and

(ii) 4 : 1 for short courses, seminars and workshops.

Allowance to Head of Department and Dean of Faculty

Recommendation 4

113.13 We recommend that academics who have been assigned duties of Head of Department and Dean of Faculty should be paid a revised monthly allowance of Rs 2200 and Rs 2420 respectively.

Special provision for Academics

113.14 Academics in the grades of Lecturer, Senior Lecturer and Associate Professor are presently allowed to move by two increments in the Master Salary Scale subject to certain criteria. We are maintaining the provision while revising the salary points.

Recommendation 5

113.15 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 86750 and not more than Rs 122000 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 Chapter on Observations and General Provisions of this Volume.

Academic Attainment

113.16 Presently, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contribution and publications subject to satisfying set criteria. The guidelines provided in the 2021 PRB Report for a uniform implementation of the provision in all Higher Education Institutions are being reiterated.

Recommendation 6

113.17 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree 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.

113.18 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.

113.19 We additionally recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 113.15 above shall deem to be the new top salary.

Duty Free Facilities for Senior Lecturers

Recommendation 7

113.20 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 16.2.17 (No. 2) of Volume 1 of this Report though drawing salary in a scale maximum of which is less than Rs118000.

Movement for Administrative Officer

Recommendation 8

113.21 We recommend that officers in the grade of Administrative Officer should be allowed to move incrementally up to salary point Rs 86750 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Political Activities

Recommendation 9

113.22 We recommend that full-time employees of the Université des Mascareignes should not be allowed to participate in active politics.

Abolition of Grades

113.23 Management has submitted that the grades of Trainer (Personal), Assistant Manager (Personal) and Manager (Personal) are vacant. **We are, therefore, abolishing these grades**.

113. UNIVERSITE DES MASCAREIGNES

SALARY SCHEDULE

UDM 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

113. UNIVERSITE DES MASCAREIGNES (Contd)

UDM 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handyworker

UDM 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

UDM 4 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

UDM 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener
Library Auxiliary
formerly Library Attendant
Workshop Assistant (Personal)

UDM 6 : 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
formerly Office Attendant

UDM 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

UDM 8 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Binder
Electrician
Handyworker (Skilled)

UDM 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

UDM 10 : Rs 24545 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

ICT Laboratory Auxiliary
formerly Computer Laboratory Attendant

113. UNIVERSITE DES MASCAREIGNES (Contd)

UDM 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

Word Processing Operator

UDM 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
formerly Clerical Officer/Higher Clerical Officer
Library Clerk

UDM 13 : Rs 26645 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 - 46900

Technical Assistant

UDM 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

UDM 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

Assistant Financial Operations Officer
Assistant Procurement and Supply Officer

UDM 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 - 54500 x 1450 - 55950

Usher (Personal)

UDM 17 : 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

UDM 18 : 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 - 55950

Technician

UDM 19 : 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
Procurement and Supply Officer

113. UNIVERSITE DES MASCAREIGNES (Contd)

UDM 20 : 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
formerly Computer Technician
Library Officer
Maintenance Officer

UDM 21 : 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

UDM 22 : 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

Administrative Officer
Examinations Officer
Human Resource Management Officer
Public Relations Officer
Quality Assurance Officer
Sports Officer

UDM 23 : 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

IT Analyst
formerly IT Officer/Systems Administrator
Systems Engineer

UDM 24 : 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 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
Student Affairs Officer/Senior Student Affairs Officer

UDM 25 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer

UDM 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

Assistant Registrar (Future Holder)

UDM 27 : 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 - 102500

Assistant Registrar (Personal)

113. UNIVERSITE DES MASCAREIGNES (Contd)

UDM 28 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

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

Registrar

UDM 30 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Associate Professor

UDM 31 : Rs 140000

Deputy Director-General

UDM 32 : Rs 150000

Director-General

EX-INSTITUT SUPERIEUR DE TECHNOLOGIE

SALARY SCHEDULE

IST 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 (Personal)

IST 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Library Auxiliary (Personal)
formerly Library Attendant (Personal)

IST 3 : 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 (Personal)
formerly Office Attendant (Personal)

IST 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

Clerical Officer/Higher Clerical Officer (Personal)
Library Clerk (Personal)

EX-INSTITUT SUPERIEUR DE TECHNOLOGIE (Contd)

IST 5 : Rs 26645 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 - 46900

Technical Assistant (Personal)

IST 6 : 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 Procurement and Supply Officer (Personal)
Assistant Financial Operations Officer (Personal)

IST 7 : 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 - 54500 x 1450 - 55950

Usher (Personal)

IST 8 : 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 (Personal)

IST 9 : 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 (Personal)

IST 10 : 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

Computer Technician (Personal)

IST 11 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Assistant Lecturer/Lecturer (Personal)

IST 12 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Assistant Manager (Personal)

***IST 13 : Rs* 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**

Manager (Personal)

EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT

SDIM 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 (Personal)

EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT (Contd)

SDIM 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Library Auxiliary (Personal)
formerly Library Attendant (Personal)
Workshop Assistant (Personal)

SDIM 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 - 44960

Word Processing Operator/Receptionist (Personal)

SDIM 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

Clerical Officer/Higher Clerical Officer (Personal)

SDIM 5 : 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 (Personal)
Assistant Procurement and Supply Officer (Personal)

SDIM 6 : 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 - 54500 x 1450 - 55950

Usher (Personal)

SDIM 7 : 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 (Personal)

SDIM 8 : 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 (Personal)

SDIM 9 : 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

Computer Technician (Personal)

SDIM 10 : 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 QB 66050 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750

Trainer (Personal)

SDIM 11 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 67900 x 1900 - 75500 x 2250 - 86750

Assistant Lecturer/Lecturer (Personal)

EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT (Contd)

SDIM 12 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Assistant Manager (Personal)

***SDIM 13 : Rs* 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**

Manager (Personal)

114. UNIVERSITY OF MAURITIUS

114.1 Founded in 1965, the University of Mauritius (UOM) is a body corporate operating under the *aegis* of the Ministry of Tertiary Education, Science and Research. Its objectives are, *inter alia*, to: attain excellence in teaching and learning as well as in research and innovation; enrich student experience; form strategic partnership for internationalisation; build sustainable community engagement; and create an enabling environment.

114.2 The UOM has repositioned itself as one of the leading universities in Mauritius in coining a new vision of that of a research engaged and entrepreneurial university that can contribute fully to the development of an innovation-based economy. Recognised for its unwavering commitment in the advancement of knowledge, the UOM serves as a platform of intellectual excellence, addressing not only the international challenges but also championing solutions to issues of national and regional significance.

114.3 At the helm of the institution is the Vice-Chancellor who is the principal academic and administrative officer of the University. The Pro Vice-Chancellor (Academia) and Pro Vice-Chancellor (Planning and Resources) along with academics assist him in the discharge of his duties as well as officers involved in the enabling functions.

114.4 Submissions of Management and Unions mainly related to reinforcing the structure of the different cadres; restyling of a few grades; provision of designated positions to be filled from academics against abolition of substantive posts; and merging of certain levels. After examination, we consider the present structure appropriate to enable the UOM to deliver effectively on its mandate. We further hold that creation of designated positions for non-academic grades to be filled from academics may not be appropriate.

114.5 Upon request of Unions, a site visit was conducted at the University to take cognisance *de visu* of the working conditions of the officers. During the visit, the Bureau was apprised of the risks faced by officers of the Laboratory Officer Cadre and multiplicity of duties performed by staff of the UOM Press owing to an increasing workload and shortage of staff. The parties were informed that request pertaining to risk ought to be addressed by the Departmental Safety and Health Committee and officers of the UOM Press involved in multi-tasking may claim payment of an allowance through the proper channel.

114.6 We are, therefore, maintaining the present structure as well as existing provisions. In addition, we are allowing incremental movement to Professors on account of academic attainment, restyling a few IT grades while reviewing the qualifications requirement of the grade of Printing Operator.

IT Analyst/Senior IT Analyst
formerly Systems Analyst/Senior Systems Analyst
Systems Administrator

Assistant IT Analyst/Programmer
formerly Assistant Systems Analyst/Programmer

114.7 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades bearing different appellations across Parastatal Bodies and has noted significant overlapping of duties and responsibilities. For the sake of harmonisation, we are restyling the grades of Systems Analyst/Senior Systems Analyst and Systems Administrator to an appropriate appellation. In the same breath, we are reviewing the appellation of the grade of Assistant Systems Analyst/Programmer.

Recommendation 1

114.8 We recommend that:

(i) the grades of Systems Analyst/Senior Systems Analyst and Systems Administrator be restyled IT Analyst/Senior IT Analyst; and

(ii) the grade of Assistant Systems Analyst/Programmer be restyled Assistant IT Analyst/Programmer.

Laboratory Officer Cadre

IT Laboratory Officer Cadre

114.9 At present a Qualification Bar exists in the salary scales of the grades of the Laboratory Officer and IT Laboratory Officer Cadres. Provision was made in the last Report for Management to mount appropriate top-up degree courses and sponsor officers of these two cadres, who do not possess a degree qualification in the relevant field, to follow same at the earliest, so that they may cross the Qualification Bar.

114.10 During consultations, the staff side has drawn our attention to the fact that the above recommendation has not been implemented and, therefore, requested for the Qualification Bar to be waived or to grant a personal salary scale to incumbents possessing only a Diploma.

114.11 Following request for additional information, Management informed that a few of the Laboratory Officer and IT Laboratory Officer Cadres still hold only a diploma qualification.

114.12 We have examined the request and consider that acceding to same would not be fair *vis-à-vis* those officers at the University who have upgraded their qualifications to Degree level and would go against our general policy applied in similar cases in other organisations. We are, therefore, reiterating the recommendation made in the last Report.

Recommendation 2

114.13 We recommend that officers in the grades of Senior Laboratory Officer and Laboratory Coordinator possessing a Degree in the relevant field 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
Senior Laboratory Officer	**Rs 52300**
Laboratory Coordinator	**Rs 62350**

114.14 We further recommend that officers in post as at 31 December 2025 in the Laboratory Officer Cadre and IT Laboratory Officer Cadre who do not possess the relevant Degree qualification should be allowed to cross the QB upon obtention of same.

114.15 We additionally 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 in the relevant field, to follow same at the earliest.

Printing Operator

114.16 Currently, the grade of Printing Operator is filled from candidates possessing a Cambridge School Certificate with credit in at least five subjects, among others. In view of its nature of duties and to allow a wider pool of candidates to apply for the post, we are reviewing its qualifications requirement.

Recommendation 3

114.17 We recommend that, henceforth, appointment to the grade of Printing Operator should be made by selection from among candidates possessing a Cambridge School Certificate 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 and reckoning at least three years' post-qualification experience in operating reprographic printing and finishing equipment.

Assignment of Duties of a Higher Grade

114.18 Union represented that assignment of duties of a higher level is granted at the University to officers operating in the same field, based on their salary drawn,

though the nature and level of their duties are different to those of the assigned position and which requires specific job knowledge, expertise and competencies. It has been reported that at times, incumbent who has been assigned the duties does not reckon the relevant expertise and skills, in the area concerned to perform effectively.

114.19 We view that Management should ensure that assignment of duties in higher positions is granted to suitable officers possessing the relevant knowledge, skills and abilities in the specific area concerned, so as to make a judicious and effective use of resources.

Movement Beyond Top Salary

114.20 At present Administrative Officers; Assistant Systems Analyst/Programmers Nursing Officers and Specialised Nursing Officers (Male and Female) are allowed to move incrementally in the Master Salary Scale up to a salary point, subject to satisfying certain conditions. We are maintaining this provision, whilst revising the salary point.

Recommendation 4

114.21 We recommend that subject to satisfying the performance criteria as per provision made in the Chapter on Observations and General Provisions of this Volume:

(i) Administrative Officers should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750; and

(ii) 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 55950 and Rs 62350 respectively.

114.22 We further recommend that officers in the grade of Assistant IT Analyst/Programmer *formerly Assistant Systems Analyst/Programmer* who:

(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Computer Science or an equivalent relevant qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 73600, on a personal basis; and

(ii) were in post as at the eve of publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional 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 Chapter on Observations and General Provisions of this Volume.

114.23 Human Resource Officer/Senior Human Resource Officers and Senior Procurement and Supply 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.**

Diving Allowance

114.24 Officers in the grade of Laboratory Officer posted in the Faculty of Ocean Studies and Department of Bio-Sciences are presently paid a Diving Allowance for performing diving duties. We are maintaining the continued payment of the allowance.

Recommendation 5

114.25 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 765 per dive, subject to a maximum of four dives per month. The Council may review the number of dives, subject to a maximum of 15 dives per month, based on operational requirements.

114.26 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 for making Bulk Photocopies

114.27 At present, employees involved in making bulk photocopies at the University are paid an allowance in respect thereof. We are maintaining this provision.

Recommendation 6

114.28 We recommend that employees involved in making bulk photocopies be paid an allowance as per provision made in the Chapter on Observations and General Provisions of this Volume.

Recruitment of Lecturers in Scarcity Areas

Recommendation 7

114.29 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.

114.30 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

114.31 As per the present arrangement, an Associate Professor or a Professor is designated as Director of Doctoral School, against payment of a monthly allowance. We consider that same should continue.

Recommendation 8

114.32 We recommend that the Associate Professor or Professor who is designated as Director of Doctoral School, should be paid a monthly allowance of Rs 2860.

Research Publication Allowance

Recommendation 9

114.33 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 Remission Facilities for Senior Lecturers

Recommendation 10

114.34 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 16.2.17 (No. 2) of Volume 1 of this Report, though drawing a salary in a scale the maximum of which is less than Rs 118000.

Private Work for Registered Professionals

114.35 Full-time academic staff who are registered professionals are presently allowed to exercise their profession outside their normal working hours, as an incentive to attract professionals of the right calibre. Since this provision is still valid, we are maintaining it.

Recommendation 11

114.36 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 12

114.37 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.

114.38 We further recommend that for academics who have already benefitted from approved study leave for a period exceeding three months, the counter for eligibility to Sabbatical Leave be reset to zero.

Consultancy Services

114.39 The distribution ratio for Consultancy Services as per existing provision is considered appropriate.

Recommendation 13

114.40 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

114.41 A monthly allowance is paid to academics designated as Head of Department and Dean of Faculty. We are maintaining this provision.

Recommendation 14

114.42 We recommend that academics designated as Head of Department and Dean of Faculty should be paid a monthly allowance of Rs 2200 and Rs 2860 respectively.

Incentive Scheme

114.43 Existing provisions under the Incentive Scheme in respect of academics are being reiterated, as we consider them to be still valid and appropriate.

Recommendation 15

114.44 We recommend that the provisions regarding the Incentive Scheme be as ensuing:

(a) the UOM 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 UOM 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 their respective grade and for wide proven experience in their field, as per the provision made at paragraph 16.9.8 under the Chapter Incremental Credit and Incremental Movement of Volume 1 of this Report;

(c) academics in post as at 31 December 2025, who as at that date possessed a PhD Degree recognised by the Council, should be eligible, on a personal basis, for four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months; and

(d) the UOM in consultation with the State Insurance Company of Mauritius Ltd, should consider evolving 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

Recommendation 16

114.45 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 86750 and not more than Rs 122000 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 Chapter on Observations and General Provisions of this Volume.

Academic Attainment

114.46 Academics in the grades of Lecturer, Senior Lecturer and Associate Professor are presently granted additional increments for academic attainment through teaching, research and publications, and administrative contributions. We are extending this benefit to Professors subject to satisfying certain conditions. The

guidelines provided in the 2021 PRB Report for a uniform implementation of the provision in all Higher Education Institutions are being reiterated.

Recommendation 17

114.47 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree 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 in the Master Salary Scale.

114.48 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should continue to 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 should be assessed on all the three measures of academic attainment, that is, 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.

114.49 We further recommend that for implementation of the recommendation on academic attainment, the new salary point reached by virtue of the provision made at paragraph 114.45 above shall deem to be the new top salary.

114.50 We additionally recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:

(i) have drawn their revised salary for at least 12 months; and

(ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:

(a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;

(b) supervised at least two PhD Degree theses;

(c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and

(d) reckon experience in:

(i) the organisation of conferences/seminars/workshops/ policy dialogues;

AND

(ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Political Activities

114.51 Full-time employees of the UOM are not allowed to participate in active politics with a view to ensuring a smooth running of the institution. **We recommend that this provision be maintained.**

114. UNIVERSITY OF MAURITIUS

SALARY SCHEDULE

UOM 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

UOM 2 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

UOM 3 : Rs 20025 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

General Worker/Nursery Attendant/Gardener (Personal)

UOM 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Nursery Attendant/Gardener

UOM 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160

Livestock Attendant
formerly Stockman

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 6 : 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
formerly Office Attendant

UOM 7 : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565

Security Officer

UOM 8 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver (Personal)
Driver/Office Auxiliary
formerly Driver/Office Attendant

UOM 9 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor

UOM 10 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Carpenter/Cabinet Maker
Electrician
Handy Worker/Tradesman
Mason
Mechanic
Painter

UOM 11 : 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

UOM 12 : 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

UOM 13 : Rs 26645 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

Driver (Heavy Vehicle)
Tractor Driver

UOM 14 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Senior Security Officer

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 15 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 – 35840 QB 36565 x 725 - 37290 x 925 - 39140 x 970 – 42050

Handy Worker/Tradesman/Senior Tradesman (Personal)
Printing Operator/Plate Engraver (Personal)

UOM 16 : Rs 24545 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

Printing Operator

UOM 17 : 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 - 43020

Chief Security Officer

UOM 18 : 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 - 43020

Senior Receptionist/Telephone Operator

UOM 19 : Rs 24545 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

Binder/Senior Binder (Personal)

UOM 20 : 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
Clerk/Word Processing Operator

UOM 21 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Foreman

UOM 22 : Rs 26045 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 - 46900

Library Clerk (Roster)

UOM 23 : 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 - 47950

Senior Word Processing Operator

UOM 24 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020 QB 43990 x 970 - 46900 x 1050 - 47950

Assistant Printing Supervisor (Personal)

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 25 : 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
Executive Assistant

UOM 26 : 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 - 50100

Senior Library Clerk (Roster)

UOM 27 : Rs 26345 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 - 46900 x 1050 - 49000 x 1100 - 52300

Technical Assistant/Senior Technical Assistant

UOM 28 : Rs 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 - 53400

Nursing Officer

UOM 29 : Rs 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 - 55950

Nursing Officer (Personal to officer in post as at 31.12.15)

UOM 30 : 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

UOM 31 : 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
Procurement and Supply Officer
Senior Executive Assistant

UOM 32 : 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

UOM 33 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Specialised Nursing Officer (Male and Female)

UOM 34 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (Future Holder)

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 35 : 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 - 60600

Computer Programmer (Personal)

UOM 36 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Supervisor, University of Mauritius Press

UOM 37 : Rs 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

Library Officer (Roster)

UOM 38 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Specialised Nursing Officer (Male and Female) (Personal to officer in post as at 31.12.15)

UOM 39 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Procurement and Supply Officer (Personal)

UOM 40 : 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

UOM 41 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200

Accounting Technician

UOM 42 : 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 - 67900

Assistant IT Analyst/Programmer
formerly Assistant Systems Analyst/Programmer
Sports Officer/Senior Sports Officer

UOM 43 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Senior Library Officer

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 44 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Head, University of Mauritius Press
Principal Executive Assistant

UOM 45 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Senior Accounting Technician

UOM 46 : 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

Administrative Officer
Marketing and Development Officer
Public Relations and Communication Officer
Quality Assurance Officer
Statistician

UOM 47 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 67900 QB 69800 x 1900 - 75500 x 2250 - 77750

IT Laboratory Officer
Laboratory Officer

UOM 48 : 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

Librarian
Observer/Expert Observer

UOM 49 : 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

Accountant

UOM 50 : Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Farm Manager
Principal Library Officer

UOM 51 : 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 Affairs Officer

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 52 : 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

Estate Manager
IT Analyst/Senior IT Analyst
formerly Systems Analyst/Senior Systems Analyst
Systems Administrator

UOM 53 : 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 - 86750

Administrative Officer (Personal)
Sports Organiser

UOM 54 : 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 - 86750

Internal Auditor/Senior Internal Auditor

UOM 55 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Educational Technologist/Senior Educational Technologist
ICT Security Engineer
Systems Engineer
Visual Communication Designer
Web Multimedia Developer

UOM 56 : Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750 QB 80000 x 2250 - 86750

Senior Laboratory Officer

UOM 57 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer

UOM 58 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 QB 80000 x 2250 - 86750

Senior IT Laboratory Officer

UOM 59 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Accountant
Senior Librarian

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 60 : Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750 QB 89250 x 2500 - 94250 x 2750 – 97000

Laboratory Coordinator

UOM 61 : 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

Assistant Registrar (Personal)

UOM 62 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750 QB 89250 x 2500 - 94250 x 2750 - 97000

IT Laboratory Coordinator

UOM 63 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Principal Educational Technologist

UOM 64 : 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 - 99750

Administrative Manager

UOM 65 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750

Research Officer

UOM 66 : Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Public Relations Officer (Personal)

UOM 67 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Manager, Health and Safety
Manager (Information Technology Services)
Manager, Innovative Learning Technologies
Manager (Management Information Systems)
Manager, Procurement and Supply
Senior Lecturer

UOM 68 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Deputy Registrar
Senior Lecturer (Personal to officers in post as at 31.12.15)

114. UNIVERSITY OF MAURITIUS (Contd)

UOM 69 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Senior Research Officer

UOM 70 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

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 71 : Rs 138000

Chief of Facilities and Services
Professor
Registrar

UOM 72 : Rs 146000

Research Chair

UOM 73 : Rs 150000

Pro Vice-Chancellor (Academia)
Pro Vice-Chancellor (Planning and Resources)

UOM 74 : Rs 222000

Vice-Chancellor

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS

115.1 The University of Technology, Mauritius (UTM) operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. The main objects of the University are, *inter alia*, to provide multi-level tertiary education that is part-time and distance education in addition to full-time study; provide research, development, consultancy and other services; promote entrepreneurship among its students; and give a regional and international dimension to its teaching, research, consultancy and other activities.

115.2 Since its inception, the UTM has been offering a range of academic programmes, consultancy services and scholarly activities in various fields. As per its Strategic Plan 2023 – 2028, the vision and mission of the UTM have been revisited with a view to positioning itself as a leading internationally recognised University driven by innovation for a sustainable future. A Doctoral School has been set up in 2023, in collaboration with the four functional schools provided under the UTM Act, to facilitate the development of a research culture unique to the University and to respond to the needs of the country.

115.3 The overall responsibility of the University befalls the Director-General, who is the principal executive and academic officer of the Institution. He is supported in the performance of his duties by the Registrar, who is responsible for the administration of the University, academics and non-academics in various grades, as well as employees belonging to the Workmen's group.

115.4 Both Management and Union have requested, among others, for the creation/restyling of grades; and grant of enhanced conditions of service including 70% duty remission to a few grades. During consultative meetings, they were informed of the outcome of their proposals and those which need to be looked into administratively.

115.5 After reassessing the present structure of the UTM and examining the proposals of the Union and Management, we are providing for the creation of grades based on their functional requirements and abolishing those that have become redundant. In a few cases, we hold that vacant positions should be filled in a first instance prior to consolidating the structure. We are also reviewing certain provisions to reflect the present arrangements, extending that of academic attainment to Professors and retaining those that are still valid.

IT Cadre

115.6 The Information Services Department is currently manned by officers in the grades of Systems Analyst, Systems Engineer, Computer Programmer and Computer Support Officer under the responsibility of the Head of Information Services. Management requested for the creation of a grade of IT Officer/Systems Administrator, whereas Union proposed for the establishment of a level of ICT Officer/Senior ICT Officer.

115.7 We consider that there is a need to consolidate the Department with a three-level structure for an effective delivery of services, while restyling the grade of Head of Information Services to an appropriate appellation to better reflect its level and nature of operations. We are also providing for a position to assist the incumbent in the performance of his duties as well as to carve an avenue of promotion for officers in the professional grades. We are recommending accordingly.

Manager, Information Services
formerly Head of Information Services

Recommendation 1

115.8 We recommend that the grade of Head of Information Services be restyled Manager, Information Services and necessary amendments be brought to the UTM Act with respect thereto.

Assistant Manager, Information Services (New Grade)

Recommendation 2

115.9 We recommend the creation of a grade of Assistant Manager, Information Services. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Information Services and a Master's Degree in the relevant field or an equivalent qualification and reckoning at least three years' post-qualification experience in information services.

115.10 Incumbent would be required, *inter alia*, to: assist the Manager, Information Services *formerly Head of Information Services* in the performance of his duties; supervise and monitor the work of IT Analysts *formerly Systems Analysts*, Systems Engineers and subordinate staff under his responsibility; advise on all IT related matters and formulate and implement IT strategies; ensure the efficient and effective use of IT equipment; and assist in the formulation and implementation of IT equipment maintenance and replacement policy as well as in the management of IT projects; and promote the usage of state-of-the art information and communication technologies to achieve the objectives of the University.

Visual Communication Designer (New Grade)

115.11 Management submitted that there is a dire need for a grade to look into the creation and design of marketing materials, amongst others. In that context, request has been made for a new level of Visual Communication Designer. After examination, we consider that the request is justified.

Recommendation 3

115.12 We recommend the creation of a grade of Visual Communication Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Visual Communication or Graphic Design or Applied

Arts or an equivalent qualification and reckoning at least two years' post-qualification experience in graphic design and multimedia.

115.13 Incumbent would be required, among others, to: develop and propose creative ideas for graphic and multimedia design projects; design artworks for print and web based purposes; create scenarios, design layouts and produce web enhanced pedagogical materials; and provide support and training when required.

Senior Procurement and Supply Officer (New Grade)

115.14 The Procurement Unit is currently manned by officers in the grade of Procurement and Supply Officer and an Acting Assistant Procurement and Supply Officer. Management has proposed for the creation of a position of Manager, Procurement and Supply to head the Unit along with that of Stores Attendant.

115.15 During consultations, Management was apprised that there is need to consider the career escalation of serving officers in the grade of Procurement and Supply Officer. To this end and considering that Management highlighted the need to harmonise the pay and grading structures in the higher education institutions, we consider that a grade of Senior Procurement and Supply Officer would be more appropriate at this stage.

Recommendation 4

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

115.17 Incumbent would be responsible of the Procurement Unit and be required, among others, to: prepare and implement a procurement plan; perform procurement, warehousing and stock keeping and stock control duties in compliance with provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force; assist in the appraisal and review exercise related to procurement, supply and warehousing operations; and be responsible for stock taking of inventory of assets.

Stores Attendant (New Grade)

115.18 Management further submitted that a support level at the Procurement Unit is warranted to carry out lower level duties. In view of the functional need of such grade, we are providing for its creation.

Recommendation 5

115.19 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or Primary School Achievement Certificate and having a good knowledge of procurement and supply duties and who are familiar with common items of stores.

115.20 Incumbent would be responsible to the officer-in-charge of stores for, *inter alia*: opening and closing of stores apertures as required; cleaning the stores premises; collecting, loading, unloading and conveying stores items; handling all stores items; collecting and dispatching stores correspondence as required; assisting in any work relating to surveys and inventories; and placing and arranging items of stores on shelves and maintain them clean and in order.

Library Officer

115.21 At present, the grade of Library Officer (Roster) is vacant. Management informed that there is no need a roster pattern of work for the latter. Proposals was therefore made for its abolition and to restore the grade Library Officer (Personal).

115.22 In view of the present work pattern at the Resource Centre, **we are restoring the grade of Library Officer (Personal) against abolition of that of Library Officer (Roster).**

Archives Unit

115.23 At present, the Archives Unit is operated by officers in the grades of Management Support Officer, Library Attendant and other officers as and when their services are required. In the 2021 PRB Report, provision was made for an enlargement of the duties of the grade of Library Officer (Roster) to cater for duties relating to archiving. During consultations, Management informed that same has not been implemented. In the given circumstances, the Union requested for the creation of a grade of Archives Officer.

115.24 After examination, **we consider that the existing arrangement is appropriate. Management may, however, consider the payment of an *adhoc* allowance to the officers concerned who are effectively required to perform these duties**.

Printing Services

115.25 Management submitted that printing services are presently being outsourced. They consider that for a smooth running of activities, a Printing Unit should be imperatively established. Demand has, therefore, been made for the creation of the grades of Printing Operator and Printing Officer to enable the new unit to operate.

115.26 During consultations, Management was apprised that it should expedite the setting up of the Printing Unit and providing it with the necessary printing equipment. **In tandem, it can initiate action for the creation of relevant grades in between an overall review exercise**.

Abolition of Grades

115.27 Management informed that the evanescent grades of Library Clerk (Personal), Stores Officer (Personal) and Administrative Officer (Personal) are vacant, while that of Clerk which has never been filled, is no longer required. We are, therefore, recommending for their abolition.

Recommendation 6

115.28 We recommend that the grades of Library Clerk (Personal), Stores Officer (Personal), Administrative Officer (Personal) and Clerk be abolished.

Promotion Exercise

115.29 Representations were made by Union for the conduct of promotional exercises for non-academics on a regular basis or when the need arises. We consider that for a proper functioning of the University, **Management should take necessary action for the conduct of a Human Resource Planning exercise with a view to filling vacant posts and carrying out promotional exercises**.

Movement Beyond Top Salary

115.30 Administrative Officers are currently allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 provided they satisfy certain conditions. We are maintaining this provision whilst revising the salary point.

Recommendation 7

115.31 We recommend that Administrative Officers should continue to be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750 provided they satisfy the performance criteria in line with recommendation made in the Chapter on Observations and General Provisions of this Volume.

115.32 Human Resource Officer/Senior Human Resource Officers and Senior Procurement and Supply Officers should be allowed to move incrementally beyond their top salary subject to satisfying certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

Allowance for Making Tea

115.33 Provision exists for the payment of an allowance to employees of the Worksmen's Group for making and serving tea/coffee. We consider that same should continue.

Recommendation 8

115.34 We recommend that employees in the Worksmen's Group at the UTM should be paid an allowance in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume for making and serving tea/coffee for official meetings/committees/functions.

Allowance to Head of Department and Head of School

115.35 At present, academics are, on a rotational basis designated as Head of Department or assigned duties of Head of School against payment of a monthly allowance. Management informed during consultations that this arrangement still prevails. We are therefore maintaining this provision.

Recommendation 9

115.36 We recommend that academics designated as Head of Department should be paid a monthly allowance of Rs 2200.

115.37 We further recommend that academics assigned the duties of Head of School should be paid a monthly allowance of Rs 2860.

Special Provision for Academics

Recommendation 10

115.38 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 86750 and not more than Rs 122000 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Academic Attainment

115.39 Academics in the grades of Lecturer, Senior Lecturer and Associate Professor are presently granted additional increments for academic attainment subject to satisfying certain conditions. We are extending this benefit to Professors of the UTM in line with what has been recommended for their counterparts in other higher education institutions. Additionally, the guidelines provided in the last PRB Report for a uniform implementation of the provision are being reiterated.

Recommendation 11

115.40 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree 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 in the Master Salary Scale.

115.41 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should continue to 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 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.

115.42 We additionally recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 115.38 above shall deem to be the new top salary.

115.43 We further recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:

(i) have drawn their revised salary for at least 12 months; and

(ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:

(a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;

(b) supervised at least two PhD Degree theses;

(c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and

(d) reckon experience in:

(i) the organisation of conferences/seminars/ workshops/policy dialogues;

AND

(ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Duty Remission Facilities for Senior Lecturers

Recommendation 12

115.44 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

16.2.17 (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 118000.

Incentive Scheme

Recommendation 13

115.45 We recommend that the provisions regarding the Incentive Scheme be maintained as hereunder:

(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 16.9.8 under the Chapter Incremental Credit and Incremental Movement of Volume 1 of this Report;

(c) academics in post as at 31 December 2025, who as at that date possessed a PhD Degree recognised by the Board should be eligible, on a personal basis, for 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.

Private Work for Registered Professionals

Recommendation 14

115.46 We recommend that full-time 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.

Sabbatical Leave

115.47 During consultations, Management informed that a Sabbatical Leave scheme for academics has been set up. We are therefore reiterating prevailing provisions.

Recommendation 15

115.48 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.

115.49 We further recommend that for academics who have already benefited from approved study leave for a period exceeding three months, the counter for eligibility to Sabbatical Leave be reset to zero.

Political Activities

Recommendation 16

115.50 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.

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS

SALARY SCHEDULE

UTM 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

UTM 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Printing Assistant

UTM 3 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

UTM 4 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant (New Grade)

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Library Auxiliary (Personal)
formerly Library Attendant (Personal)

UTM 6 : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Library Auxiliary (Roster – Day and Night)
formerly Library Attendant (Roster – Day and Night)

UTM 7 : 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
formerly Office Attendant

UTM 8 : 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 (Personal)
formerly Driver/Office Attendant (Personal)

UTM 9 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Electrician
Handy Worker (Skilled)

UTM 10 : 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

UTM 11 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Driver/Office Auxiliary (Roster - Day and Night)
formerly Driver/Office Attendant (Roster - Day and Night)

UTM 12 : 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

UTM 13 : Rs 24545 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

ICT Laboratory Auxiliary
formerly Computer Laboratory Attendant

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 14 : Rs 24245 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

Overseer

UTM 15 : 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

UTM 16 : Rs 26045 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 - 46900

Library Clerk (Roster)

UTM 17 : Rs 26645 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 - 46900

Technical Assistant (Maintenance)

UTM 18 : Rs 26345 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 - 46900 x 1050 - 47950

Technical Assistant (Maintenance) (Personal)

UTM 19 : Rs 26645 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 - 46900 x 1050 - 49000

Computer Support Officer (Personal)

UTM 20 : 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

UTM 21 : 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
Assistant Procurement and Supply Officer

UTM 22 : Rs 27265 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 - 51200

Computer Support Officer (Roster – Day and Night)

UTM 23 : Rs 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 - 55950

Nursing Officer
Sports Officer/Senior Sports Officer

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 24 : 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

UTM 25 : 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
Procurement and Supply Officer

UTM 26 : 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

Officer Management Assistant
formerly Higher Executive Officer

UTM 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

Human Resource Officer/Senior Human Resource Officer

UTM 28 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Procurement and Supply Officer (New Grade)

UTM 29 : 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

Library Officer
Maintenance Officer

UTM 30 : 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 - 60600

Computer Programmer

UTM 31 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

UTM 32 : 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

UTM 33 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 34 : 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 - 67900

Technician/Senior Technician (Personal)

UTM 35 : 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 x 1900 - 71700

Technician/Senior Technician (Roster – Day and Night)

UTM 36 : 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

Administrative Officer
Admissions Officer
Examinations Officer
Human Resource Management Officer
Public Relations and Marketing Officer
Quality Assurance Officer
Student Affairs Officer
Visual Communication Designer (New Grade)

UTM 37 : 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

IT Analyst
formerly Systems Analyst
Librarian

UTM 38 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Systems Engineer

UTM 39 : 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 - 86750

Administrative Officer (ex-SMEDA) (Personal)

UTM 40 : 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 - 86750

Accountant/Senior Accountant
Human Resource Management Officer (Personal)
Internal Auditor/Senior Internal Auditor

UTM 41 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Lecturer

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 42 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Assistant Manager, Information Services (New Grade)
Head of Resource Centre
Facilities Manager

UTM 43 : 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

Assistant Registrar

UTM 44 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Head of Finance
Head of Quality Assurance
Manager, Information Services
formerly Head of Information Services
Planning and Development Officer
Senior Lecturer

UTM 45 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Senior Lecturer (Personal to officers in post as at 31.12.15)

UTM 46 : Rs 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Manager of Consultancy and Technology Transfer Centre

UTM 47 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Associate Professor

UTM 48 : Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 138000

Head of School

UTM 49 : Rs 138000

Professor
Registrar

UTM 50 : Rs 150000

Deputy Director-General

115. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

UTM 51 : Rs 206000

Director-General

116. URDU SPEAKING UNION

116.1 Established as a body corporate by the Urdu Speaking Union Act 2002, the Urdu Speaking Union operates under the Ministry of Arts and Culture. The main object of the Union is to preserve, promote and propagate Urdu language and culture through different activities.

116.2 In the pursuit of its objectives, the Union is called upon to, *inter alia*: promote the Urdu language in its spoken and written forms; and provide facilities for the interchange of views impacting the interest, wellbeing, development, relationships and common barriers of the Urdu-speaking peoples of the world. It further encourages the linguistic development of the latter with main focus on the cultural, artistic, economic and social aspects as well as the interchange of Urdu books, pamphlets, periodicals and other information among local colleges, schools and educational establishments overseas, among others.

116.3 As per provisions of the Act, the Union is administered and managed by an Executive Council, whereas its day-to-day management befalls an Administrative Secretary. The latter is assisted by a Clerk/Word Processing Operator and a contractual employee performing duties which normally devolve upon an Office Attendant.

116.4 For this review, Management requested during the consultative meeting for the creation of a grade of Office Attendant. However, same could not be retained for want of information. We are, therefore, maintaining the current structure.

116. URDU SPEAKING UNION

SALARY SCHEDULE

USU 1 : 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

USU 2 : 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

Administrative Secretary

117. UTILITY REGULATORY AUTHORITY

117.1 The Utility Regulatory Authority (URA) was established in accordance with the URA Act 2004 as a body corporate and is responsible for the regulation of the electricity, water and wastewater sectors in Mauritius. URA's objects are to: ensure the sustainability and viability of utility services; protect the interests of both existing and future customers; promote efficiency in both operations and capital investments in respect of utility services; and promote competition to prevent unfair and anti-competitive practices in the utility services industry.

117.2 It is administered and managed by a Board. Furthermore, pursuant to Section 14 of the URA Act, the responsibility for the execution of the policy of the Board as well as the day-to-day management of the Authority rest upon a Director who is the chief executive officer.

117.3 The proposals of the URA, for this Report, primarily pertain to the establishment of several positions. Upon examination and having regard to the provisions of the URA Act as well as the operational needs, the Bureau is recommending the creation of relevant grades.

Director (New Grade)

Recommendation 1

117.4 We recommend the creation of a grade of Director. Appointment thereto should be made by selection from among candidates who are registered as Professional Engineer with the Council of Registered Professional Engineers of Mauritius and possess a Master's Degree in Engineering or Law or Economics or Finance and reckon at least 15 years' experience at senior management level in the Utility Sector.

117.5 Incumbent would, among others, be responsible for: the execution of the policy of the Board; carrying out the day-to-day management and administration of the Authority; ensuring compliance with the URA Act and all relevant legislations; developing the strategic direction for the phased development of the Authority; and establishing partnerships with regional and international utility regulatory bodies and associations.

Manager, Technical Regulation/Licensing (New Grade)

Recommendation 2

117.6 We recommend the creation of a grade of Manager, Technical Regulation/Licensing. Appointment thereto should be made by selection from among candidates who are registered as Professional Engineer in the field of Electrical or Electronics or Mechanical or Mechatronics Engineering with the Council of Registered Professional Engineers of Mauritius and reckon at least five years' experience at management level.

117.7 Incumbent would, among others, be required to: be responsible for conducting physical audit inspections of electrical installations and facilities in the country; design database of all undertakings in the electricity sub-sector; advise management on infrastructure development in the sub-sector and propose amendments to existing standards and regulations; implement license compliance monitoring, audits and enforcement in the utility services sectors; and ensure dissemination of information on regulations, guidelines and other rules for obtaining and holding licenses and permits.

Engineer/Senior Engineer (New Grade)

Recommendation 3

117.8 We recommend the creation of a grade of Engineer/Senior Engineer. Appointment thereto should be made by selection from among candidates who are registered as Professional Engineer in the field of Electrical or Electronics or Mechanical or Mechatronics Engineering with the Council of Registered Professional Engineers of Mauritius and reckon at least two years' post-registration experience.

117.9 Incumbent would*, inter alia*, be required to: carry out technical inspections of electricity facilities for new and existing undertakings; receive and assess performance and compliance reports from licenses; conduct analysis of infrastructure developments in the Utility Sector; contribute in the technical articles for inclusion in brochures and other publications; and maintain a database of all assets of undertakings comprising the regulated asset base in the Utility Sector.

Analyst/Senior Analyst (New Grade)

Recommendation 4

117.10 We recommend the creation of a grade of Analyst/Senior Analyst. Appointment thereto should be made by selection from among candidates possessing a Degree in Economics or Accounting or Finance or an equivalent qualification and reckoning at least two years' post-qualification experience in the relevant field.

117.11 Incumbent would*, inter alia*, be required to: carry out economic analysis of licence and tariff applications and proposed capital investments by licensee; provide input into tariff or revenue setting reviews; and assist in monitoring, assessment of key commercial and financial performance indicators of utility companies.

Accountant (New Grade)

Recommendation 5

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

117.13 Incumbent would be required, among others, to: be responsible for the general administration of finance and accounting of the URA; prepare revenue and expenditure, final accounts, Annual Budget Estimates and other annual/periodic reports, as may be required, in compliance with standing legislation and regulations; keep under continuous review the procedures/practices for budget and cost management control; and ensure that financial operations are carried out in accordance with the applicable legislation and regulations.

IT Analyst (New Grade)

Recommendation 6

117.14 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties to be performed should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Compliance and Licensing Officer (New Grade)

Recommendation 7

117.15 We recommend the creation of a grade of Compliance and Licensing Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Law or an equivalent qualification and reckoning at least three years' experience in the legal field.

117.16 Incumbent would, *inter alia*, be called upon to: receive and scrutinise license applications; coordinate processing of license applications with concerned departments within the URA; attend to gazetting and public notification of documents; maintain a register of all licenses and other applications and avail same to the public for inspection; tender legal advice to the Board and Management; interpret all relevant legal instruments and requirements governing the utility industry and liaise with the Attorney General's Office or any outsourced legal advisor; undertake periodic review of existing legislations; assist in the day-to-day legal and regulation matters; and attend Court/Tribunals.

Administrative Officer (New Grade)

Recommendation 8

117.17 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 an equivalent qualification and reckoning at least three years' proven experience in the fields of administration and management.

117.18 Incumbent would be required, among others, to: give general assistance and support 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 the coordination of policies, procedures and programmes for recruitment, training conditions of service, discipline and reward structures; ensure compliance with

labour legislations; and be responsible for matters pertaining to tender, quotations and procurements as well as for office accommodation.

Consumer Affairs and Communication Officer (New Grade)

Recommendation 9

117.19 We recommend the creation of a grade of Consumer Affairs and Communication 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 and reckoning at least two years' experience in the field of Communication and Public Relations/Consumer Affairs.

117.20 Incumbent would, *inter alia*, be called upon to: assist the Authority in the development and implementation of strategic communication plans; be responsible for preparing information briefs and issuing press releases in French and/or English: provide support in the optimal use of the Authority's website and other electronic media to project a positive image and facilitate stakeholder interaction; attend to consumer-related issues and collaborate with other departments; and create and maintain a positive corporate image while promoting the interests of stakeholders.

ICT Technician (New Grade)

Recommendation 10

117.21 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 an equivalent qualification and reckoning at least two years' post-qualification experience in the field of IT.

117.22 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.

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

Recommendation 11

117.23 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.

Confidential Secretary (New Grade)

Recommendation 12

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

117.25 Incumbent would, *inter alia*, be required to: arrange appointments and deal with enquiries; make telephone calls as well as incoming calls; perform general secretarial duties including the taking of notes, typing, classifications and retrieval of records and documents; perform word processing, telex/telefax duties, simple computer/data processing work and operate email services; keep track of important documents, papers and make them available expeditiously; prioritise work on a daily basis; and ensure that meetings are well organised.

Internal Audit Officer (New Grade)

Recommendation 13

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

117.27 Incumbent would be required, among others, 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 and prepare audit reports; maintain adequate documentation and records of work performed; exercise general supervision over audit inspection; and report on internal audit findings and propose corrective measures.

Accounts Clerk (New Grade)

Recommendation 14

117.28 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.

117.29 Incumbent would be required, *inter alia*, to: ensure that all financial transactions of the URA are properly accounted for in accordance with basic principles of financial Management; maintain a proper system of accounting to guard against irregularity and fraud; prepare pay sheets, vouchers and cheques; update cash books, ledgers and registers; be in charge of the Register of Assets and ensure that it is regularly updated; and assist in the preparation and monitoring of estimates and Final Accounts/Statements.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 15

117.30 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.

Clerk/Word Processing Operator (New Grade)

Recommendation 16

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

117.32 Incumbent would be required, *inter alia*, 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; and perform simple research work in connection with official documents.

Receptionist/Telephone Operator (New Grade)

Recommendation 17

117.33 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 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.

117.34 Incumbent would, among others, be required to: operate the reception counter of the Authority; maintain a register of all visitors; assist visitors by providing information to them to facilitate their contract with officers of the Authority; control access to the offices; take messages from outside callers and transmit same to officers concerned; and operate the telephone switchboard.

Driver/Office Auxiliary (New Grade)

Recommendation 18

117.35 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.

117.36 Incumbent would be required, *inter alia*, to: drive the vehicles of the Authority for the conveyance of staff, officials, and other authorised persons, materials and equipment in connection with the activities of the organisation; carry out simple checks/maintenance tasks; report any defect observed and take vehicles to workshop for repair/servicing as instructed; 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; and clean office premises.

117. UTILITY REGULATORY AUTHORITY

SALARY SCHEDULE

URA 1 : 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)

URA 2 : 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 (New Grade)

URA 3 : 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)

URA 4 : 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)
Assistant Procurement and Supply Officer (New Grade)

URA 5 : 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 (New Grade)

URA 6 : 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 (New Grade)

URA 7 : 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)

117. UTILITY REGULATORY AUTHORITY (Contd)

URA 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 x 1750 - 60600

Consumer Affairs and Communication Officer (New Grade)
ICT Technician (New Grade)

URA 9 : 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

Administrative Officer (New Grade)
Compliance and Licensing Officer (New Grade)

URA 10 : 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

IT Analyst (New Grade)

URA 11 : 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

Accountant (New Grade)

URA 12 : 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 - 86750

Analyst/Senior Analyst (New Grade)

URA 13 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer (New Grade)

URA 14 : Rs 82250 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Manager, Technical Regulation/Licensing (New Grade)

URA 15 : Rs 154000

Director (New Grade)

118. WASTEWATER MANAGEMENT AUTHORITY

118.1 Subsequent to the enactment of the Wastewater Management Authority Act 2000 the Wastewater Management Authority (WMA) was set up in 2001. It strives to protect the environment, public health and vitality of the population as well as contributes to the socioeconomic growth for a sustainable island.

118.2 The objects of the WMA, *inter alia*, are to: be responsible for the wastewater sector in Mauritius; promote the treatment and reuse of wastewater; conduct and undertake research for the implementation and development of wastewater projects; ensure proper functioning, inspection and maintenance of house sewers and wastewater systems; and control and monitor pollution, private sewers and the use of equipment in relation to wastewater systems.

118.3 For the execution of the policy of the Board and for the control and management of its day-to-day business, a General Manager is positioned at the helm of the Authority. He oversees the operations of the WMA which fundamentally branch out to three divisions, namely, the Executive Management, Technical Department and Administrative Department. The Executive Management comprises the General Manager and the Deputy General Managers. Led by the Divisional Managers, the Technical Department is segregated into five sections, *viz*, Project Management Unit, Planning and Design Department, Operations and Maintenance Department, Mechanical and Electrical Department and Pollution Control Unit. Being the support arm of the WMA, the Administrative Department encompasses the services relating to general administration and facilities management, human resources, finance, information technology, procurement, public relations and customer care.

118.4 In the context of this Report, the staff side has staked its claims mainly for the: adjustment, upgrading and alignment of salaries; creation and restyling of grades; review of allowances; extension of certain allowances to specific grades and the introduction of new ones. Union members have also submitted a number of other demands relating to the grant of duty exemption on a car and a review of the present mode of appointment to higher grades.

118.5 Management, for its part, has shaped its proposals around the: creation/restyling of a few grades; restructuring certain cadres; salary adjustments; and reviewing the quantum of risk and hazard allowances while extending these benefits to additional grades. The introduction of an appropriate allowance to the officers of the Engineering Cadre was also one of the key concerns of the WMA. Besides, during meeting, Management particularised on both the stigma attached to wastewater and its impact on the Authority, principally regarding the challenges in attracting and retaining talent, as well as the high rate of absenteeism, especially among General Workers, Treatment Plant Workers (Shift), and Pipe Cleaners.

118.6 The Bureau provided comprehensive explanations on its stance regarding each demand and clarified issues related to general Conditions of Service. Regarding

the Union's proposal to restructure the Civil Engineering Cadre into the Project Manager Cadre and introduce an additional layer, the Bureau found no justification for such changes, as the existing appellation and structure remain appropriate.

118.7 It was also averred that the role of the Secretary to the Board extends beyond note-taking to include governance-related duties. On this basis, a request was made to change the appellation of this grade. The Bureau maintains that the current job title is appropriate and considers that the scheme of service be revised to better reflect governance-related responsibilities.

118.8 After evaluation of all submissions along with their implications, the Bureau is making recommendations for those deemed meritorious, with the goal of improving the operational efficiency of the WMA.

Principal Land Surveyor (New Grade)

118.9 To demonstrate its commitment in the delivery of accurate and reliable surveying services, Management has requested for a grade of Principal Land Surveyor on the establishment of the Authority. We are recommending in this direction.

Recommendation 1

118.10 We recommend the creation of a grade of Principal Land Surveyor. Appointment thereto should be made by selection from among officers in the grade of Senior Land Surveyor reckoning at least four years' service in a substantive capacity in the grade.

118.11 Incumbent would be required, among others, to: be responsible for the proper administration of the Wayleave Unit; supervise, coordinate and monitor the work of subordinate staff; be in charge of all surveys related to the acquisition of land and right of way for sewerage projects at national level; draw up memoranda of surveys and ensure that they are in compliance with the provisions of the Land Surveyors Act, Cadastral Survey Act and all regulations made thereunder; supervise engineering survey sites of works consisting of confirmation of benchmarks, coordinates, limits of properties and taking of spot levels; assist in the implementation of sewerage projects; and attend court matters and Board of Assessment, as and when required.

Principal Technical Officer (Civil) (New Grade)

Principal Technical Officer (Mechanical and Electrical) (New Grade)

118.12 In order to ensure optimal workflow, uphold quality standards and facilitate the timely achievement of targets set by the Authority, Management has emphasised the importance of strengthening the interface between the Technical Officer Cadre and the Engineering Cadre. In this context, a request has been submitted to create a Principal level within the Technical Officer Cadre for both Civil as well as Mechanical and Electrical disciplines. After assessing the proposal, the Bureau is making the necessary recommendations.

Recommendation 2

118.13 We recommend the creation of a grade of Principal Technical Officer (Civil). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Officer (Civil) reckoning at least four years' service in a substantive capacity in the grade.

118.14 Incumbent would be required, *inter alia,* to: be responsible to the Lead Engineer (Civil) for the supervision of works carried out by the Authority or Contractors and ensuring that they are in accordance with work specifications; assist in the management of civil works and in the planning, execution and supervision of wastewater projects; coordinate and supervise the works of subordinate staffs; attend to site meetings and committees; and ensure that surveys and levelling in connection with works including survey of existing structures are properly carried out.

118.15 We also recommend the creation of a grade of Principal Technical Officer (Mechanical and Electrical). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Officer (Mechanical and Electrical) reckoning at least four years' service in a substantive capacity in the grade.

118.16 Incumbent would be required, among others, to: be responsible to the Lead Engineer (Mechanical and Electrical) for the supervision of mechanical and electrical works in accordance with work specifications at treatment plants and pumping stations; assist in the management of mechanical and electrical works and in the planning, execution and supervision of operation and maintenance of wastewater treatment plants and pumping stations; coordinate and supervise the works of subordinate staffs; attend to site meetings and committees; and ensure efficient operation of mechanical and electrical installations and associated facilities at treatment plants and pumping stations.

Administrative Manager (New Grade)

Human Resource Manager (New Grade)

118.17 Demand has been made by Management to decouple the grade of Administrative and Human Resource Manager into two new grades of Administrative Manager and Human Resource Manager, respectively. Given that, the principles underlying segregation of duties augur good governance and ensure effective resource optimisation, the Bureau is in favour thereof. Besides, after deliberations with Management, we are providing a leeway to carve a career path for serving officers of the Authority.

Recommendation 3

118.18 We recommend the creation of a grade of Administrative Manager. Appointment thereto should be made by selection from among officers in the grade of Administrative Officer at the WMA, possessing a Degree in

Administration and a post-graduate Degree in Administration or Management or any related field and reckoning at least five years' experience in general administration. 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 experience.

118.19 Incumbent in the grade would, *inter alia*, be required to: assist the Deputy General Manager (Administration) in the formulation, coordination and implementation of the Authority's policies, goals and objectives; establish proper administrative and control procedures while ensuring compliance thereto; implement and coordinate decisions, follow-up actions and proper intersection communication; initiate and implement programmes aimed at enhancing efficiency and effectiveness; and deal with matters relating to bids, office accommodation, furniture, equipment, insurance, land acquisition, leasing, facilities management and maintenance.

Recommendation 4

118.20 We recommend the creation of a grade of Human Resource Manager. Appointment thereto should be made by selection from among officers in the grade of Human Resource Management Officer of the Authority, possessing a Degree in Human Resource Management and a post-graduate Degree in Human Resource Management or an equivalent qualification and reckoning at least five years' experience in a similar or higher position in the field of human resource management. In the absence of qualified serving officers, the grade should be filled from external candidates possessing the required qualifications and experience.

118.21 Incumbent would be responsible to plan, coordinate and implement human resource policies, strategies, systems and processes in line with the goals and objectives of the WMA and would, among others, be required to: ensure that the HR processes and procedures are properly documented and implemented in line with legislations in force; deal with employment relations matters and as representative of the Authority, attend relevant legal institutions; look into disciplinary cases; and represent Management in Disciplinary Committees.

118.22 We further recommend that the grade of Administrative and Human Resource Manager on the establishment of the WMA be abolished.

Grades on Roster

118.23 The grades of Assistant Works Inspector, Field Supervisor, Driver, Driver (Wastewater Jetting Unit/Tanker), Operative and Pipe Cleaner, currently, exist on the establishment of the WMA. Aiming to provide a 24/7 service in matters of wastewater throughout the island, request has been made to place the aforementioned grades on roster. The Bureau supports this approach and recommends in that perspective.

Recommendation 5

118.24 We recommend the creation of the grades of Field Supervisor (Roster – Day and Night), Driver (Roster – Day and Night), Driver (Wastewater Jetting Unit/Tanker) (Roster – Day and Night), Operative (Roster – Day and Night) and Pipe Cleaner (Roster – Day and Night) on the establishment of the Wastewater Management Authority.

118.25 We also recommend that incumbents in the grades of Field Supervisor, Driver, Driver (Wastewater Jetting Unit/Tanker), Operative and Pipe Cleaner should be given the option to join the new grades of Field Supervisor (Roster – Day and Night), Driver (Roster – Day and Night), Driver (Wastewater Jetting Unit/Tanker) (Roster – Day and Night), Operative (Roster – Day and Night) and Pipe Cleaner (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.

118.26 We further recommend that the grades of Field Supervisor, Driver, Driver (Wastewater Jetting Unit/Tanker), Operative, Pipe Cleaner and General Worker be made evanescent.

118.27 We additionally recommend that consequential amendments should be brought to the relevant schemes of service where deemed necessary.

Inspectorate Cadre

118.28 Following the restructuring of the Inspectorate Cadre in the Civil Service under the heading: Inspectorate Cadre at the Ministry of National Infrastructure in Volume 2 Part I of this Report, broad provisions have been developed to ease recruitment challenges faced by various organisations. To ensure uniformity and fairness in implementation, these provisions should equally apply to the Inspectorate Cadre at the WMA.

Recommendation 6

118.29 We recommend that grades in the Inspectorate Cadre be restyled as hereunder:

Grade	Restyled to
Chief Works Inspector	**Chief Inspector of Works**
Senior Works Inspector	**Senior Inspector of Works**
Works Inspector	**Inspector of Works**
Assistant Works Inspector	**Assistant Inspector of Works**

118.30 We also recommend:

(i) the creation of a grade of Assistant Inspector of Works (Roster – Day and Night);

(ii) that the grade of Assistant Inspector of Works *formerly Assistant Works Inspector* be made evanescent;

(iii) that incumbents in the grade of Assistant Inspector of Works (Personal) *formerly Assistant Works Inspector* should be given the option to join the new grade of Assistant Inspector of Works (Roster – Day and Night) and, on joining the grade, be granted two additional increments at the point reached in their salary scale, subject to the top salary of the grade; and

(iv) the new grade of Assistant Inspector of Works (Roster – Day and Night) should be made evanescent once the officers in the grade of Assistant Inspector of Works (Personal) *formerly Assistant Works Inspector* have exercised their option as outlined at part (iii) above.

118.31 We additionally recommend the creation of a grade of Trainee Inspector of Works. Trainees should be enlisted from among candidates who hold a Cambridge School Certificate with credit in at least five subjects or an equivalent qualification.

118.32 Incumbents would be required to undergo on-the-job training for a period of at least two years.

118.33 We further recommend that Management should make necessary arrangement with relevant Training Institutions for the Trainees to follow a course leading to a Brevet in Building or Construction or an equivalent qualification to better equip them to perform their duties effectively.

118.34 We also recommend the creation of a grade of Inspector of Works (Roster – Day and Night). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Inspector of Works (Roster – Day and Night) (Personal). Thereafter, upon complete phasing out of the grade of Assistant Inspector of Works (Roster – Day and Night) (Personal), appointment thereto should be made from Trainees Inspector of Works who have successfully completed their on-the-job training and acquired the prescribed qualifications.

IT Analyst
formerly Systems Administrator

118.35 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades bearing different appellations across Parastatal Bodies and has noted significant overlapping of duties and responsibilities. For the sake of harmonisation, we are restyling these grades to appropriate appellations.

Recommendation 7

118.36 We recommend that the grade of Systems Administrator be restyled to IT Analyst.

Driving Allowance

118.37 In making their demand to inch up the quantum of the Driving Allowance, the staff side has pointed out that the Senior Technical Assistants (Shift) have been authorised by Management to drive their private vehicle to attend to different sites of work against refund of mileage. Meanwhile, Management has also proposed an enhanced rate for the Driving Allowance but has clearly stated that Senior Technical Assistants (Shift) are required to operate the organisation's vehicles. Given these considerations, we are keeping up with the current provision.

Recommendation 8

118.38 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 2026 Report, drawing a higher quantum of the above allowance, should continue to draw same on a personal basis.

Retention Allowance

118.39 A Retention Allowance equivalent to two increments at the salary point reached in their respective salary scale is currently being paid to employees of the Authority. In our last report, we also notified on the prescribed timelines for the payment of the Retention Allowance. However, for this review, Management has brought up the issue of recruitment and retention owing to the stigma attached to wastewater. After considering all relevant factors and the fact that the employees of the WMA have to work with extra vigour while being exposed to foul odour and raw sewage, the Bureau is maintaining the extant allowance.

Recommendation 9

118.40 We recommend that a Retention Allowance equivalent to two increments at the salary point reached in their respective salary scale should continue to be paid to incumbents in the grades listed underneath and who are exposed to foul odour and raw sewage on a regular basis:

- **Divisional Manager**
- **Lead Engineer (Civil)**
- **Lead Engineer (Mechanical and Electrical)**

- **Laboratory Manager**
- **Principal Land Surveyor**
- **Senior Scientific Officer**
- **Senior Land Surveyor**
- **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**
- **Land Surveyor**
- **Principal Technical Design Officer**
- **Principal Technical Officer (Civil)**
- **Principal Technical Officer (Mechanical and Electrical)**
- **Senior Technical Officer (Civil)**
- **Senior Technical Officer (Mechanical and Electrical)**
- **Chief Inspector of Works**

  formerly Chief Works Inspector
- **Senior Technical Design Officer**
- **Senior Works Inspector**
- **Safety and Health Officer/Senior Safety and Health Officer**
- **Technical Officer (Civil)**
- **Technical Officer (Mechanical and Electrical)**
- **Senior Laboratory Technician**
- **Senior Technical Assistant (Shift)**
- **Inspector of Works (Roster – Day and Night)**
- **Inspector of Works**

  formerly Works Inspector
- **Laboratory Technician**
- **Technical Design Officer**
- **Assistant Works Inspector (Roster – Day and Night) (Personal)**
- **Laboratory Assistant**

- **Assistant Inspector of Works (Personal)**

  formerly Assistant Works Inspector

- **Technical Assistant (Electrical) (Shift)**
- **Technical Assistant (Electronic/Instrumentation) (Shift)**
- **Technical Assistant (Mechanical) (Shift)**
- **Head Operative**
- **Head Survey Field Worker**
  formerly Head Survey and Field Worker
- **Operative (Roster – Day and Night)**
- **Driver (Wastewater Jetting Unit/Tanker) (Roster – Day and Night)**
- **Laboratory Auxiliary**
  formerly Laboratory Attendant
- **Driver (Wastewater Jetting Unit/Tanker) (Personal)**
- **Operative (Personal)**
- **Field Supervisor (Roster – Day and Night)**
- **Driver (Roster – Day and Night)**
- **Field Supervisor (Personal)**
- **Pipe Cleaner (Roster – Day and Night)**
- **Driver (Personal)**
- **Survey Field Worker/Senior Survey Field Worker**
- **Pipe Cleaner (Personal)**
- **Treatment Plant Worker (Shift)**
- **General Worker (Roster – Day and Night)**
- **General Worker (Personal)**

118.41 We further recommend that incumbents in the above mentioned grades who leave the service prior to the age at which they may retire without the approval of the Board should refund the full amount of the Retention Allowance paid to them. Moreover, employees 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. However, in the event an officer retires as per his compulsory retirement age or on medical ground, no refund should be made.

Risk and Hazard Allowance

118.42 A Risk and Hazard Allowance is, presently, paid to certain category of employees who are regularly exposed to insalubrious and risky conditions. For this review, both Management and the staff side made common request such that the Risk and Hazard Allowance be extended to other grades, who by way of their posting are exposed to unhygienic conditions owing to wastewater.

118.43 Besides, the Bureau has been apprised that while some employees are exposed to wastewater, a few others are directly involved in handling it as part of their duties. This direct involvement has reportedly led to health-related absenteeism, impacting heavily on the operational efficiency of the WMA. To address this concern, data was elicited on absenteeism rates from the Authority. The statistical findings revealed a significant level of absenteeism, posing challenges to the continuity of wastewater management operations.

118.44 The Bureau, recognising the occupational challenges posed by wastewater exposure, has deemed it necessary to take proactive measures to both support affected employees as well as enhance operational efficiency of the WMA. As part of this initiative, the Risk and Hazard Allowance is being extended to additional grades, ensuring fair compensation for employees regularly exposed to insalubrious conditions. Furthermore, to address the high rate of absenteeism resulting from health risks associated with wastewater management, targeted incentives are being brought forth to encourage workplace attendance. These strategic steps are designed to not only acknowledge the demanding nature of these roles but also to foster a more motivated workforce and improve service reliability in wastewater management operations. We are recommending accordingly.

Recommendation 10

118.45 We recommend that employees in the grades of Pipe Cleaner (Personal), Pipe Cleaner (Roster – Day and Night), Treatment Plant Worker (Shift), General Worker (Personal) and General Worker (Roster – Day and Night), who, by nature of their duties, are involved in directly handling wastewater and which may affect their health should be paid, over and above the Retention Allowance, a Special Risk and Hazard Allowance of Rs 1680 per month.

118.46 We further recommend that employees in the grades listed underneath, who are regularly exposed to insalubrious and risky conditions which may affect their health should, over and above the Retention Allowance, continue to be paid a monthly 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) (Roster – Day and Night)**

- **Driver (Wastewater Jetting Unit/Tanker) (Personal)**
- **Field Supervisor (Roster – Day and Night)**
- **Field Supervisor (Personal)**
- **Operative (Personal)**
- **Operative (Roster – Day and Night)**
- **Driver (Personal)**
- **Driver (Roster – Day and Night)**

118.47 We also recommend that, as may be determined by Management, employees, regardless of grades, who are exposed to wastewater conditions by way of their posting, should be paid a monthly Risk and Hazard Allowance equivalent to two increments at the salary point reached in their respective salary scale. However, this allowance should be paid on a *pro rata* basis whenever the employees are required to work for less than a month at a particular posting.

Night Duty Allowance

118.48 Presently, a night duty allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period is paid to Treatment Plant Workers (Shift), Technical Assistants (Shift) and Senior Technical Assistants (Shift) who effectively perform night shift. Given its appropriateness, we are upholding the payment of Night Duty Allowance.

Recommendation 11

118.49 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 (Shift), Senior Technical Assistants (Shift) and Treatment Plant Workers (Shift), who effectively perform night shift.

Personal Protective Equipment

118.50 Handling human waste, sewage or untreated wastewater may pose a risk to the health of employees. Generally, these employees require proper personal protective equipment and hygiene precautions to prevent themselves from contracting waterborne and other disease related to wastewater. In that regard, **the Bureau holds that, for the security and good health of its employees, Management should ensure the provision of proper personal protective equipment (PPE) so as to enable them to carry out their duties in a safe manner.**

Special Professional Retention Allowance

118.51 Provision had previously been made for officers of the Engineering Cadre of the WMA to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report

introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

Special Allowance for Officers of the Engineering Cadre at the WMA

118.52 The Engineering Cadre within the Operations and Maintenance Divisions of the WMA plays a critical role in ensuring uninterrupted service delivery. Given that WMA operates on a 24-hour basis throughout the year, officers in the Engineering Cadre are frequently required to work beyond normal hours, responding promptly to emergencies and complaints to mitigate public health risks and maintain sanitary standards.

118.53 Additionally, officers who are responsible for project monitoring and follow-up, are required to be present at various sites at different times, often extending their duties beyond normal working hours and weekends. Their responsibilities also persist during natural calamities to ensure the continuity of operations.

118.54 Given the critical role of engineers in wastewater management, the Bureau acknowledges the necessity of a fair and structured compensation that reflects the complexity, urgency, and essential nature of their duties. We are therefore recommending in this perspective.

Recommendation 12

118.55 We recommend that officers of the Engineering Cadre of the WMA who are regularly called upon to handle wastewater projects and 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.

Movement Beyond Top Salary

118.56 Officers in the grades of Senior Financial Operations Officer (Future Holder), Senior Internal Audit Officer (Future Holder) and Senior Procurement and Supply Officer (Future Holder) possessing the relevant qualifications 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.**

Abolition of Grade

118.57 Following Management's request, **we are abolishing the grade of Mechanical Engineer/Senior Mechanical Engineer (Personal to officers in post as at 30.06.08).**

118. WASTEWATER MANAGEMENT AUTHORITY

SALARY SCHEDULE

WMA 1 : Rs 24845 x 300 - 25445

Trainee Inspector of Works (New Grade)

WMA 2 : Rs 26045 x 300 - 26645

Trainee Technical Design Officer

WMA 3 : 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 (Personal)

WMA 4 : Rs 18700 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

General Worker (Roster – Day and Night)

WMA 5 : Rs 21675 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190

Treatment Plant Worker (Shift)

WMA 6 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

WMA 7 : 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
formerly Office Attendant

WMA 8 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840

Pipe Cleaner (Personal)

WMA 9 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Survey Field Worker/Senior Survey Field Worker

WMA 10 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver (Personal)

WMA 11 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Pipe Cleaner (Roster – Day and Night) (New Grade)

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 12 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Field Supervisor (Personal)

WMA 13 : 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

WMA 14 : Rs 35840 x 725 - 37290 x 925 - 38215

Trainee Engineer

WMA 15 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Driver (Roster – Day and Night) (New Grade)

WMA 16 : Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

Field Supervisor (Roster – Day and Night) (New Grade)

WMA 17 : 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

WMA 18 : Rs 25145 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

Operative (Personal)

WMA 19 : Rs 26645 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

Driver (Wastewater Jetting Unit/Tanker) (Personal)

WMA 20 : Rs 24545 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

Laboratory Auxiliary
formerly Laboratory Attendant

WMA 21 : 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 - 42050

Operative (Roster – Day and Night) (New Grade)

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 22 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050

Driver (Wastewater Jetting Unit/Tanker) (Roster – Day and Night) (New Grade)

WMA 23 : Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990

Head Survey Field Worker
formerly Head Survey and Field Worker

WMA 24 : 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

WMA 25 : Rs 26645 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 (Revenue Collection) (Personal to officers in post as at 30.06.08)

WMA 26 : Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Head Operative

WMA 27 : 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 - 46900 x 1050 - 47950

Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic/Instrumentation) (Shift)
Technical Assistant (Mechanical) (Shift)

WMA 28 : 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 - 46900 x 1050 - 47950

Land Survey Technician

WMA 29 : Rs 26345 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 - 46900 x 1050 - 47950

Assistant Inspector of Works (Personal)
formerly Assistant Works Inspector
Laboratory Assistant

WMA 30 : 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

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 31 : 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
Cashier

WMA 32 : Rs 26945 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 - 50100

Assistant Inspector of Works (Roster – Day and Night) (New Grade)

WMA 33 : 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 - 52300

Laboratory Technician
Technical Design Officer

WMA 34 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Inspector of Works
formerly Works Inspector

WMA 35 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Senior Technical Assistant (Shift)

WMA 36 : 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

WMA 37 : 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

WMA 38 : 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 - 55950

Customer Care Officer

WMA 39 : 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
Inspector of Works (Roster – day and night) (New Grade)
Procurement and Supply Officer

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 40 : 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

WMA 41 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400

Senior Laboratory Technician

WMA 42 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)
Senior Internal Audit Officer (Future Holder)
Senior Procurement and Supply Officer (Future Holder)

WMA 43 : 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

Human Resource Officer
ICT Technician
Technical Officer (Civil)
Technical Officer (Mechanical and Electrical)

WMA 44 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600

Senior Inspector of Works
formerly Senior Works Inspector
Senior Technical Design Officer

WMA 45 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Principal Laboratory Technician

WMA 46 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)
Senior Internal Audit Officer (Personal)
formerly Senior Internal Control Officer
Senior Procurement and Supply Officer (Personal)

WMA 47 : 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

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 48 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

WMA 49 : 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

Planning and Transport Coordinator

WMA 50 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

Chief Inspector of Works
formerly Chief Works Inspector
Senior Technical Officer (Civil)
Senior Technical Officer (Mechanical and Electrical)

WMA 51 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Superintendent, Procurement and Supply

WMA 52 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800

Principal Technical Design Officer

WMA 53 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500

Head, Procurement and Supply

WMA 54 : 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

Administrative Officer
Legal Officer
Public Relations Coordinator
Public Relations and Customer Care Officer

WMA 55 : 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

IT Analyst
Land Surveyor
Scientific Officer

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 56 : 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

Accountant
Human Resource Management Officer

WMA 57 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Principal Technical Officer (Civil) (New Grade)
Principal Technical Officer (Mechanical and Electrical) (New Grade)

WMA 58 : 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 - 86750

Administrative Manager (New Grade)
Internal Auditor/Senior Internal Auditor

WMA 59 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Engineer/Senior Engineer (Civil)
Engineer/Senior Engineer (Electrical)
Engineer/Senior Engineer (Mechanical)
Engineer/Senior Engineer (Mechatronics)
Process Engineer/Senior Process Engineer (Wastewater Treatment)

WMA 60 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Secretary to the Board
Senior Accountant
Senior Land Surveyor
Senior Scientific Officer

WMA 61 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Human Resource Manager (New Grade)

WMA 62 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Financial Manager
IT Manager
formerly Information Technology Manager
Laboratory Manager
Principal Land Surveyor (New Grade)

WMA 63 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Lead Engineer (Civil)
Lead Engineer (Mechanical and Electrical)

118. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 64 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Divisional Manager

WMA 65 : Rs 118000 x 4000 - 130000

Deputy General Manager (Administration)
Deputy General Manager (Technical)

WMA 66 : Rs 150000

General Manager

PRIVATE

SECONDARY

SCHOOLS

PRIVATE SECONDARY SCHOOLS

1. The Private Secondary Schools (PSS) dispense secondary education in Mauritius, Rodrigues and Agalega for around 52550 students. The overall administration as far as pedagogical activities are concerned and the management of disbursement of grants to these institutions are overseen by the Private Secondary Education Authority (PSEA) which operates under the purview of the Ministry of Education and Human Resource. The Manager of each respective institution recruits the required teaching and non-teaching personnel.

2. At present, there is a total of 109 registered schools with the PSEA including Rodrigues and Agalega. 83 of these schools operate on a full grant-in-aid system, and one on a partly grant aided scheme.

3. For this review exercise, meetings were held with all staff Unions as well as Management of the PSEA. Demands of the teaching staff Unions mainly pertain to: a review of the salary scale and starting salary point of Educators (Private Secondary Schools); change in the teacher/pupil ratio; amending specific Conditions of Service governing teaching personnel; creation of a few levels; increase in establishment size of several grades; and increase in the quantum of allowances. An array of requests on general Conditions of Service were also submitted. Unions of the non-teaching staff made proposals, *inter alia*, for an upgrading of salary; promotion opportunities; and refund of casual leave to be extended to non-teaching staff.

4. A consultative meeting was also held with the Federation of Union of Managers of Private Secondary Schools. Their proposals were geared towards the creation of some specific grades; and extension of provision for refund of casual leave to non-teaching staff.

5. The Management side made proposals on specific Conditions of Service for teaching personnel and also expatiated on the requests of Unions and Federation of Managers.

6. Unlike the Public Sector, staff of the PSS are recruited directly by the respective private school. There has been, through various Reports, a general trend for alignment with State Secondary schools. The same notion of alignment has been adopted for this Report while bearing in mind the specificity of the Private Secondary Schools.

Educator (Private Secondary Schools)

7. Specific provisions exist for the grade of Educator (Secondary) in the Ministry of Education and Human Resource which are also applicable for the grade of Educator (Private Secondary Schools). These provisions are being maintained.

Recommendation 1

8. We recommend that:

(i) candidates possessing a post 'A' Level Degree and appointed Educator (Private Secondary Schools) should join the recommended salary scale at salary point Rs 37290;

(ii) 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;

(iii) incumbents in the grade of Educator (Private Secondary Schools) drawing a monthly salary of less than Rs 37290 should, on obtention of qualifications to cross the QB in the salary scale, be allowed to join the recommended salary scale at salary point Rs 37290; and

(iv) Educators (Private Secondary Schools) who satisfy the requirement to cross the QB should, on reaching the top salary point of Rs 77750, be allowed to move incrementally in the Master Salary Scale up to salary point Rs 84500 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

9. 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.

10. The term "approximately" at paragraph 9 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 may differ in different schools/colleges**.**

Allowance

11. An allowance is presently granted to Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB in the salary scale of the grade but are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly. Since this arrangement is still valid, the quantum of the allowance is being revised.

Recommendation 2

12. We recommend that:

(i) the monthly allowance paid to Educators (Private Secondary Schools) who do not possess the qualifications required to cross the QB and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, be revised to Rs 2730; and

(ii) on obtention of the qualifications required to cross the QB, these Educators (Private Secondary Schools) would be eligible to:

(a) a salary point arrived at after adding the allowance to the basic salary; OR

(b) draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 37290, whichever is higher.

13. 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

14. 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.

15. 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, as set out by the PSEA, 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.

16. A request from the Union was transmitted by the PSEA for an alignment of all departments eligible to have a Head of Department and to harmonise practices in both State and Private Secondary Schools. The Bureau considers that this request, being an implementation issue, should be examined at the level of the PSEA and the parent Ministry. Meanwhile, we are revising the Headship Allowance.

Recommendation 3

17. We recommend that the Private Secondary Education Authority and the Ministry of Education and Human Resource should set up a Committee to look into the issue of harmonisation of Headship Allowance in Private Secondary Schools.

18. We also 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 School 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.

19. We further 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 1465**
In schools teaching up to Grade 13	**Rs 2200**
In scarcity areas (though not possessing the qualifications required to cross the QB)	**Rs 2200**

20. The term "approximately" at paragraphs 15 (iii) and 19 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 may differ in different schools/colleges.

Section Leader

21. Members of the teaching staff including Grade I Teachers (Personal), Grade II Teachers (Personal), Grade II Teachers (Others) (Personal) and Educators (Private Secondary Schools) who are assigned the task of Section Leader are paid a monthly allowance. This arrangement was introduced with a view to enabling the Private Secondary Schools to have additional resources to, *inter alia*, deal with problems of indiscipline and misconduct. Hence, this provision should continue to be applicable.

Recommendation 4

22. We recommend that the present mode of assignment of duties of Section Leader should continue to prevail.

23. 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 5

24. We recommend 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 in maintaining 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.

Human Resource Planning

Recommendation 6

25. We recommend that following the publication of this Report, the Private Secondary Education Authority in collaboration with the Ministry of Education and Human Resource and the Ministry of Public Service and Administrative Reforms should carry out a Human Resource Planning exercise 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

Recommendation 7

26. We recommend that the Private Secondary Education Authority 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

27. 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

28. The above arrangement for the remuneration and other benefits accruing to Part-Time Teachers is still valid.

General Attendant

29. Specific provisions exist for employees in the grade of General Attendant who possess additional qualifications and work exclusively in the Laboratory to move incrementally in the Master Salary Scale. This arrangement is still valid.

Recommendation 8

30. 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 42050 in the Master Salary Scale.

Allowance to General Worker/Caretaker

31. The staff side made representations for the creation of a grade of Assistant Gatekeeper for replacement whenever the Gatekeeper is absent. The Bureau was also apprised that General Worker/Caretakers are called upon to replace the Gatekeeper whenever the latter is absent. We have examined the request and consider that there is no functional need for creation of the grade. We are, however, making an appropriate provision.

Recommendation 9

32. We recommend that the General Worker/Caretaker who is called upon to replace the Gatekeeper for a full day's work should be paid an allowance of Rs 180 per day.

33. A request was also made for an allowance for employees who are required to clean lavatories. **Recommendation related thereto has been made in the Chapter on Observations and General Provisions of this Volume.**

Roster System for Non-Teaching Staff

34. Provision exists for Managers of PSS to consider the advisability of setting up a roster system for non-teaching staff during school vacations. Several representations have been received that this recommendation has not been implemented. Though implementation rests upon Management, we are making this provision anew.

Recommendation 10

35. 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 work during school vacations.

Services of Psychologist (Education) *formerly Educational Psychologist* and Safety and Health Officer/Senior Safety and Health Officer

36. Given that the grade of Psychologist (Education) *formerly Educational Psychologist* is still vacant at the PSEA, we are, once again, making specific provisions. Furthermore, the provision for the services of the Safety and Health Officer/Senior Safety and Health Officer is being maintained for a smooth functioning of operations.

Recommendation 11

37. We recommend that pending the recruitment of Psychologist (Education) *formerly Educational Psychologist*, the Private Secondary Education Authority should continue to make necessary arrangements with the Ministry of Education and Human Resource to avail of the services of Psychologist (Education) *formerly Educational Psychologist* on a needs basis.

38. 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

39. 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.

40. 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

41. 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 Mauritius and are serving in Rodrigues for several years

42. General provisions for officers, who are domiciled in Mauritius and are required to serve on a tour of service to Rodrigues and the Outer Islands, have been provided under **Chapter Rodrigues and the Outer Islands in Volume 1** of this Report.

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 replicated for ease of reference.

Recommendation 14

43. 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 MPSAR, 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.

SPECIFIC CONDITIONS

Vacation Leave

44. This section should be read along with the **Chapter on Leave in Volume 1** of this Report.

45. The provisions for vacation leave for teaching personnel are different from those in other areas in the Public Sector in view of the specificities of the Education Sector. After examining all requests from both the staff side and Management, we are making appropriate provisions in the ensuing paragraphs.

Recommendation 15

46. 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.

47. We recommend that the teaching personnel:

(i) subject to the exigencies of service, may be granted a maximum of up to 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 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.

48. We also recommend that notwithstanding provision at paragraph 47 (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;

(iii) after maternity leave;

(iv) attending to one's own graduation ceremony or that 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;

(viii) demise of a close relative such as child, parent or spouse; and

(ix) any other case, (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).

49. We further recommend that vacation leave is granted only for reasons specified at paragraph 48 above during third term.

50. The term "immediate member of the family" for the purpose of paragraph 48 above is deemed to mean the officer's father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

51. We additionally recommend that members of the teaching personnel should attend to training courses/seminars, talks, workshops organised during school vacation.

Casual Leave

52. In line with what obtains for public officers in general, teaching personnel are also eligible to 11 working days of casual leave annually. Specific provisions exist for members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, 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. This arrangement should continue to prevail.

Recommendation 16

53. 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.

54. We also recommend that up to a maximum of 10 days of unutilised casual leave in respect of those members of teaching personnel who proceed on retirement or pass away while in service should be refunded on a *pro-rata* basis in that particular year.

Loan Facilities to purchase Laptop/PC

55. Provision was made in the last Report for teaching personal to be granted loan facilities for the purchase of a Laptop/PC. The Bureau was apprised that this recommendation has not yet been implemented. We are, therefore, maintaining this provision.

Recommendation 17

56. We again 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.

57. For the purpose of this section on SPECIFIC CONDITIONS, the term "teaching personnel" is deemed to be 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

58. At present:

(i) an employee of the PSS 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 PSEA contributes the balance of the cost of the scheme;

(ii) for employees of the PSS 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 PSEA, 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 ⅓ years (460 months).

59. The provisions listed at paragraph 59 above remain valid.

Accrual Rate

60. The retirement benefits of employees in post as at 30 June 2008 are computed on the basis of the provisions in force prior to the coming into effect of the modified Defined Benefit (DB) Pension Scheme.

Recommendation 18

61. 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

62. For employees who did not opt for the Pension Reforms effective as from 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 19

63. 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

64. Presently, 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 20

65. 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 21

66. 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

67. In the 2013 PRB Report, a Defined Contribution (DC) Pension Scheme for new entrants in the Public Sector was set up. This scheme is also 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 22

68. We recommend that, employees 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 33⅓ 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 33⅓ 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

69. Presently, a one-off Funeral Grant of Rs 10000 is paid to the person who has borne the funeral costs on the demise of an officer holding a substantive position. The recipient of the Funeral Grant is usually the heir or close relative (father, mother, brother, sister, husband, wife, son, daughter, father-in-law, mother-in-law) of the defunct.

70. Since the underlying principles of the Funeral Grant is to provide some financial assistance when the worst happens, the Bureau is maintaining the provision whilst

enhancing the quantum of the grant. Furthermore, the Bureau considers that on the demise of an officer whether he/she is substantively appointed or not, the funeral burden would be the same. Hence, on compassionate grounds, the Bureau is extending the current provision to any officer who passes away while in employment.

Recommendation 23

71. We recommend that where an officer passes away while in service, his heir or near relative (father, mother, brother, sister, husband, wife, son, daughter, father-in-law, mother-in-law) who has borne the funeral expenses should be paid a Funeral Grant of Rs 12000.

Abolition of Grade

72. The PSEA has submitted that the grade of Library Clerk (Personal to holders in post as at 30.06.93) is vacant and would no longer be required. **We are, therefore, abolishing the grad**e.

PRIVATE SECONDARY SCHOOLS

SALARY SCHEDULE

PSS 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615

General Worker/Caretaker

PSS 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Gatekeeper
Sanitary Attendant

PSS 3 : Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Handy Worker (Special Class)

PSS 4 : Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Handy Worker/Groundsman/Gardener (Personal to holders in post at 30.06.98)

PSS 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

PSS 6 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

General Attendant

PRIVATE SECONDARY SCHOOLS (Contd)

PSS 7 : 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

PSS 8 : 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 - 46900 x 1050 - 49000

Library Clerk/Senior Library Clerk

PSS 9 : 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

College Clerk

PSS 10 : Rs 27585 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 – 47950 QB 49000 x 1100 - 54500 x 1450 - 55950

Grade II Teacher (Others) (Personal)

PSS 11 : Rs 27585 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 - 55950

Grade II Teacher (Personal)

PSS 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 x 1750 - 60600

Library Officer

PSS 13 : 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

Grade I Teacher (Personal)

PSS 14 : 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 – 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Educator (Private Secondary Schools)

PSS 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 - 62350 x 1850 – 64200 QB 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Educator (Private Secondary Schools) (Personal to holders in post as at 30.06.03)

PRIVATE SECONDARY SCHOOLS (Contd)

PSS 16 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior Educator (Private Secondary Schools)

PSS 17 : Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Deputy Rector

PSS 18 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Rector