

**EXECUTIVE SUMMARY**

1. This is the ninth Report published by the Pay Research Bureau on Pay and Grading Structures and Conditions of Service in the Public Sector and the first post COVID-19 Report, with the last review dating March 2016. The effective date of implementation of this Report is therefore **01 January 2021**. This exercise has been carried out in an unprecedented sanitary situation and resulting difficult economic and financial conditions.
2. As has been the case for previous Reports, the Bureau adopted a consultative and open approach with all its stakeholders. Some 800 meetings were held in that respect with Unions/Federations and Management. Employees, irrespective of rank, could freely make their submissions. Many who made individual representations were equally given the opportunity, upon demands, to voice out their qualms through meetings with officers of the Bureau. Site visits were conducted in organisations wherever the need was felt and upon requests. Officers of the Bureau also had consultations with stakeholders in Rodrigues. (Full text of the Report is available on <https://prb.govmu.org>)

**ORIENTATION OF THE REPORT**

3. The recommendations contained in this Report have been made with the aim of rendering the public sector more efficient, effective and responsive to the exigencies of the "New Normal" while boosting reforms initiatives for the provision of a quality service to meet citizens' needs, non citizens' needs and needs of other stakeholders. Recommendations have been calibrated, among others, in alignment with Government's broad vision of reducing income inequality and promoting social inclusiveness.

**KEY FEATURES OF REMUNERATION POLICIES**

4. While framing the remuneration policies, the Bureau took into account the following:
  - (i) the starting salary of the lowest paid is not less than the national minimum wage;
  - (ii) compression of the pay structure to bridge the gap between highest and lowest earners, with a General Worker: Permanent Secretary ratio of 1:6.2 for greater acceptability;
  - (iii) their affordability and sustainability until the next review exercise, based on their likely impact on government finance;
  - (iv) salaries are regarded as fair and reasonable by both the Civil Servants and the public;
  - (v) career earnings for a category of graduates and registered professionals who are in isolated grades;
  - (vi) guaranteed progression in the master salary scale through the grant of annual increment and further incremental movement beyond top salary on grounds of sustained performance or reckoning long years of service;

- (vii) the key principles of compensation including equity, transparency, competitiveness and employee performance;
- (viii) best global practices adopted in the context of the COVID-19 pandemic and their adaptability and relevance in the Mauritian public sector;
- (ix) provision of a comprehensive remuneration package that includes salary and enhanced benefits to motivate serving officers for an improved service delivery; and
- (x) review of initial salary based on market factors and also to reduce future recruitment costs.

## **PRESENTATION OF THE 2021 PRB REPORT**

5. The Report comprises two Volumes:

### **Volume 1**

General Background and Related Issues and Conditions of Service

### **Volume 2 (Divided into four parts)**

Part I - Civil Service

Part II - Parastatal Bodies & Other Statutory Bodies and the Private Secondary Schools

Part III - Local Authorities

Part IV - Rodrigues Regional Assembly

## **SUMMARY OF MAIN RECOMMENDATIONS IN THE 2021 PRB REPORT**

6. The main issues of the 2021 PRB Report (Volume 1 and Volume 2) are highlighted in the ensuing paragraphs.

## **VOLUME 1 - GENERAL BACKGROUND AND RELATED ISSUES AND CONDITIONS OF SERVICE**

### **Public Sector Management Reforms**

7. The Bureau has emphasised the need to pursue the reforms of the public sector to enable it to meet the upcoming challenges. In this context, focus has been on the following:

- (i) The Ministry of Public Service, Administrative & Institutional Reforms (MPSAIR) to investigate into the non-implementation of reform initiatives and to come up with corrective measures;
- (ii) **The Transformation Implementation Committees** at the level of Ministries/Departments to revisit their business processes and ensure that reform initiatives are rightly implemented; and
- (iii) **The National Planning and Results Committee** under the Chairmanship of the MPSAIR to design an Accountability Framework for grades at all levels in the Public Sector.

### **Organisation Structures and Related Issues**

8. (i) To foster a positive environment for business continuity, the Bureau emphasised on the need for Head of Organisations to ensure succession planning.
- (ii) The existing guidelines for creation of grades have been reviewed with a view to setting standards and quality and improving productivity.
- (iii) Provision has been made for a framework to assist organisations in their organisational design.
- (iv) The Public Sector Business Transformation Bureau should, among others, focus on meeting the challenges for resilience and exploit new opportunities in the Public Sector.
- (v) Setting up of a Standing Committee under the Chairmanship of the Secretary for Public Service to examine and approve all requests pertaining to creation of grades in Ministries/Departments/Organisations.

### **Performance Management System and Performance Related Incentive Scheme**

9. (i) Recommendations have been made for the MPSAIR, as the coordinating Ministry, to continue to ensure the monitoring of Performance Management System (PMS) and revisit the PMS process and form for employees of the Workmen's Group.
- (ii) Training to be provided to Supervisors/Heads of Departments on the carrying out of the performance evaluation exercise of employees.
- (iii) The Standing Committee on Performance/Productivity Related Reward to develop an appropriate scheme for all categories of employees of the public sector, based on broad guidelines to enable its effective implementation.

### **Training and Development**

10. (i) A designated position of Training Manager has been provided whereby incumbent would be responsible, among others, for the implementation of Training and Development and to carry out periodic Training Needs Assessments in the Civil Service.
- (ii) Supervising Officers of Ministries/Departments/Organisations to mandatorily set up Training Committees at the level of their organisation and ensure the implementation of the Training Action Plan at the level of the Transformation Implementation Committees.
- (iii) Online training to be provided to all officers as part of Business Continuity Plan and existing provisions have been enhanced to suit the emerging demand of the service.

### **Review of Schemes of Service and Qualifications**

11. (i) Provision made for review of schemes of service, where applicable, to cater for business continuity.
- (ii) Provision for the rotation of officers, to the extent possible to enable them to enhance their skills and competencies.

- (iii) For grades requiring any technical qualification in scarcity area, Management should identify all modes of training for the purpose of bringing appropriate amendment to scheme of service.
- (iv) Amendment to schemes of service should be made, as far as possible, within a period of four months.

### **Recruitment, Promotion and Retention**

- 12. (i) The main emphasis has been on issues such as Human Resource Planning; guidelines for promotion framework; provisions for the effective date of promotion in respect of specific cases; and employment practices, reward strategies and retention policies to be adopted so as to recruit and retain officers of the right calibre.
- (ii) Introduction of a retention premium to retain incumbents in grades with a persistent and very high vacancy rate.

### **Employment on Contract and Alternative Modes of Employment**

- 13. An indicative framework on the remuneration of certain categories of contractual employees has been provided.

### **Retirement and Retirement Benefits – Pension Scheme for the Public Sector**

- 14. (i) Most of the existing provisions with respect to officers retiring on specific grounds have been maintained with the exception of a few ones which have been improved.
- (ii) The special provision regarding the grant of a one-off payment, equivalent to 2% of the annual pensionable emolument for each completed year of pensionable service to contributing officers in post as at 30 June 2008, retiring with more than 33<sup>1</sup>/<sub>3</sub> years of service, has been reviewed to allow officers retiring after 60 years also to benefit from same.

### **Public Service Pension**

- 15. (i) the pension of retired public officers would continue to be recomputed on the basis of the revised pensionable emoluments of the relevant grades as from 01 January 2021.
- (ii) the retirement benefits of officers who have retired prior to the publication of the Report would be recomputed on the basis of the converted salaries effective from 01 January 2021.

### **Digital Government Transformation**

- 16. The main focus has been on the need to shift from e-Government to a digitalisation of government processes and public services with a view to making Government's operations more efficient.

### **Statutory Boards and Committees**

17. Re-introduction of the system of Categorisation of the Statutory Boards and Committees (SB & C) under each Ministry in view of the difficulties encountered in compensating persons serving the Boards and Committees with different functions and responsibilities.

### **Redundancy Management**

18. Introduction of a Chapter on Redundancy Management and appropriate guidelines have been provided for a planned Redundancy Management Scheme in the Public Sector.

### **Rodrigues and the Outer Islands**

19. (i) Specific conditions regarding disturbance allowance; the grant of inducement allowance for professionals in scarce supply; enhanced vacation leave; and payment of a specific disturbance allowance to officers serving on a tour of service in Agalega and St Brandon, along with the provision of enhanced pension benefits have been provided.
- (ii) Provision made on the quarantine period public officers need to serve prior to proceeding on a tour of service in order to respect sanitary protocol in a similar context as the Covid-19 Pandemic.

### **CONDITIONS OF SERVICE AND BENEFITS**

20. Conditions of Service have been subject to continuous review in each of the PRB Report. For this Report also, certain existing conditions have been enhanced to adapt to the changes in the working and other related conditions while others have been redesigned for continued effectiveness. Furthermore, some new conditions have been introduced to ensure a competitive package, and to respond to unforeseen circumstances, among others.

### ***Travelling and Car Benefits***

- 20.1 (i) The existing rates of travelling allowances have been revised.
- (ii) Beneficiaries of 70% duty exemption may opt to benefit from 100% duty exemption on the purchase of a car of up to a certain engine capacity.
- (iii) Provision of green loan at very low rate of interest for the purchase of electric cars and motorcycles.
- (iv) The salary level criteria for eligibility to duty free schemes once in a career, has been reviewed.
- (v) Officers who are entitled to Rs 100,000 duty remission (now Rs 115,000) would be granted loan facilities for subsequent purchase/s.

### ***Passage Benefit Scheme***

- 20.2 The scheme has been enhanced to enable beneficiaries to use the amount accrued to their balance for new purposes, such as meeting the cost of quarantine for themselves and their immediate family members; and renovation or construction of their primary residence.

### **Sick Leave**

- 20.3 (i) Officers may also avail of sick leave to attend medical appointments and routine health checks.
- (ii) Specific provision made for the refund of untaken sick leave for year 2020.

### **Maternity Leave**

- 20.4 Female public officers who are nursing their unweaned child are granted permission for that purpose for a period of six months as from the date of birth. To prevent cases of abuse, request for any extension beyond the six months, would be subject to the production of a medical testimony from a Government Medical Practitioner.

### **Study Leave with Pay**

- 20.5 (i) The set parameters for the grant of study leave with pay have been reviewed to ensure a more judicious use of resources/funds.
- (ii) The core requirements of the cadre would be considered for an in-service training while an officer should reckon a number of years of service to benefit from leave for an open scholarship.

### **Leave Without Pay**

- 20.6 Certain existing provisions regarding the grant of leave without pay have been reviewed to render them more explicit and, in some cases, more flexible, to ease the implementation process. Leave Without Pay may also be granted to:
- (i) an officer performing in a professional position for taking up employment in another Ministry/Department; and
- (ii) an officer who is registered with a professional body/council but who does not necessarily hold a position in that field in the Civil Service, to take up employment on a contractual basis in a field in which he/she holds the professional qualification.

### **Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime**

- 20.7 (i) The prevailing recommendations have been reviewed to cope with business continuity in unforeseen circumstances.
- (ii) Responsible Officers have the choice to implement either flexible working arrangement or flexible hours of attendance.
- (iii) Business continuity through homeworking has been upheld in line with the Work from Home Protocol.

### **Task Work in the Public Sector**

- 20.8 To ease implementation, provision for overtime has been made for employees operating on Task Work basis such that all additional hours of work put in above 30 hours in a week are compensated.

### **Salary on Promotion**

- 20.9 (i) Appropriate adjustments have been brought such that a promotion, be it grade-to-grade or class-to-class, is marked by an increase in salary.
- (ii) Recommendation has also been made to compensate serving officers appointed to a higher grade but, who by virtue of provisions made in the 2016 PRB Report, were not eligible for an increment.
- (iii) Provision has been made for the grant of one increment on promotion to serving officers of the Workmen's Class.
- (iv) All matters pertaining to "salary on promotion" to be henceforth referred to the Bureau for consideration.

### **Incremental Credit and Higher Qualification Incentive**

- 20.10 The scheme regarding payment of Higher Qualification Incentive has been reviewed based on the labour market reality but maintained for officers in scarcity areas.

### **Subsistence Allowance**

- 20.11 The payment of Subsistence Allowance has been extended to officers who are provided with lodging on half board and have to arrange for at least one meal when proceeding on short training from Rodrigues to Mauritius or short official visits from Mauritius to Rodrigues and the Outer Islands and *vice versa*.

### **Uniforms**

- 20.12 (i) Where casual/temporary workers are exposed to occupational risks which are likely to cause bodily injury, emphasis has been laid on the prompt issue of the protective clothing/item from date of assumption of duty of incumbent.
- (ii) Management to ensure that every item of personal protective clothing/equipment should satisfy the basic safety and health requirements applicable to its respective class or type of personal protective equipment and comply with such standards as may be acceptable by the Mauritius Standards Bureau.

### **Risk, Insurance and Compensation**

- 20.13 (i) New elements and various measures have been incorporated to cope with unprecedented events like the Covid-19 Pandemic.
- (ii) The *modus operandi* of the risk assessment exercise has also been reviewed in favour of a more decentralised approach such that same would be carried out by the Departmental Safety and Health Committee instead of the Risk Assessment Committee.
- (iii) A Risk Insurance Scheme is being proposed in lieu of payment of a risk allowance to afford greater protection to the employees.

### **Communication Facilities**

- 20.14 (i) The quantum of the monthly internet allowance has been revised to include a component for the use of "mobile data" while being away from the workplace.
- (ii) The eligibility criteria for the payment of the internet allowance has been reviewed to enable payment of this allowance to a wider pool of officers.

### **Foreign Service Allowance and Other Related Allowances**

- 20.15 (i) Payment of a High Inflation FSA Supplement to cater for any significant erosion in purchasing power of home-based staff posted in our overseas missions.
- (ii) Introduction of a monthly Dependent Supplement Allowance to cater for part of the living expenses of the accompanying dependents of a diplomatic staff.
- (iii) Eligibility for the payment of warm clothing allowance has been reviewed such that it would be granted only in missions where extreme winter conditions prevail.
- (iv) Refund of medical expenses in case of hospitalisation for surgical intervention and payment of warm clothing allowance have been extended to accompanying dependent of unmarried career diplomats.
- (v) Provision has been made for the Ministry of Foreign Affairs, Regional Integration and International Trade to reassess, on a yearly basis, the degree of hardship in missions where a hardship allowance is being paid.

### **Force Majeure**

21. In a bid to safeguard the interest of the employer during emergency situations requiring significant financial outlays, a specific provision has been made for the introduction of a 'Force Majeure' clause.

### **Implementation Process and Post Review Mechanism**

22. (i) Public Sector employees working in organisations falling under the purview of the Bureau, shall be deemed to have exercised an irrevocable option to be governed by the recommendations made in this Report.
- (ii) Those who do not wish to be governed by the recommendations of this Report should express their final irrevocable decision, in writing, to the MPSAIR within a period of three months from the date of publication of the Report.
- (iii) Implementation of the recommendations concerning emoluments is being phased over two years: from 01 January 2021 to 31 December 2021, the salary increases in excess of Rs 1000 would be effected at the discounted rate of 75%; and from 01 January 2022, payment would be effected in full. [However Government has decided that payment of the revised salaries be effected in full as from 01 January 2021.]
- (iv) Implementation date for all allowances is 01 January 2021.



- (v) The number of years of service in a single grade required for the grant of Long Service Increment to eligible officers has been reviewed from 24 to 22.
- (vi) Setting up of a Standing Committee on Implementation of PRB Recommendations at the level of the Ministry of Public Service, Administrative and Institutional Reforms, to examine all cases regarding non-implementation of recommendations made and ensure consistency across the public sector in the implementation of all recommendations.
- (vii) Cases of genuine omission/errors should be submitted through the MPSAIR for consideration by the Bureau within three months as from the date of approval of the Report for implementation. All recommendations in respect of omissions/clarifications would be compiled as an addendum to the 2021 Report, within nine months from the date of implementation of the main Report and would be made available on the website of the Bureau.



## **VOLUME 2 - PART I – CIVIL SERVICE**

1. Volume 2 Part I of the Report contains the orientation of Ministries/Departments and other Divisions in the Civil Service to achieve their respective mandate and deals with the pay and grading structures, specific conditions of service and organisational configuration/structure which are fundamental for an effective service delivery.
2. Two specific provisions/recommendations that cut across the Civil Service are as hereunder:-
  - (i) With the provision of the new grade of Management Support Assistant in the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR), recommendation has been made for consequential amendments to be brought to the schemes of service of grades which are filled from Management Support Officers.
  - (ii) Officers in certain professional grades who have benefited from the Special Professional Retention Allowance up to 31 December 2016 and are leaving or retiring from the service prior to their normal retirement age would no longer be required to refund the sum obtained as allowance. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.
3. Specific provisions/recommendations in respect of the various Ministries/Departments are as follows:

### **NATIONAL ASSEMBLY**

4. Review of the job appellations of the grades of Parliamentary ICT Manager and Deputy Parliamentary ICT Manager to more appropriate ones, to reflect the nature of duties performed by incumbents.

### **THE JUDICIARY**

5.
  - (i) Upholding of the payment of a Special Judicial Service Allowance to officers concerned in post as at the eve of the publication of the 2021 Report and on promotion within their respective cadre, on a personal basis.
  - (ii) Abolition of the position of Trainee Court Officer and review of the mode of recruitment to the grade of Court Officer.
  - (iii) Creation of a grade of Head, Court Usher to administer and supervise the Court Usher Cadre.
  - (iv) Management to consider payment of an *ad hoc* allowance to officers of the Court Usher Cadre who are required to perform additional duties in connection with cases before the Assizes.

**PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY FOR RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY**

6. (i) Management to consider the advisability of reviewing the mode of appointment to the grade of Deputy Permanent Secretary.
- (ii) Creation of a grade of Conference and Social Functions Officer, in view of the growing number of events/functions organised.

***Mauritius Police Force***

7. (i) Introduction of a few allowances namely allowance to police officers acting as neighbourhood officers (proximity policing); Pilot Instructional allowance; Trainer's allowance and allowance to drive Specialised Vehicles.
- (ii) Police Officers in the grades of Police Constable up to Inspector of Police, who have never benefitted from the payment of the Performance Bonus in their career, to be paid a "Once in a Career Performance Bonus" provided they satisfy certain criteria.
- (iii) Police Officers in certain grades, who effectively work on shift, to be refunded annually part of their unutilised casual leave.
- (iv) The risk allowance payable to officers of the Anti-Drugs Smuggling Unit (ADSU) and the Disaster Response Unit as well as the allowance payable to officers of the Groupe d'Intervention de la Police Mauricienne (GIPM) have been reviewed.
- (v) Creation of a grade of Senior Psychologist to supervise the work of Psychologists.
- (vi) Payment of an allowance to employees of the Police Catering Unit who are required to stay overnight or beyond their normal working hours to provide meals to Police Officers.
- (vii) Implementation of a Risk Insurance Scheme for Police Officers.

***Reform Institutions and Rehabilitation Youth Centre***

8. (i) Officers in certain grades at the Rehabilitation Youth Centre (RYC) who effectively work on shift, to be refunded annually part of their unutilised casual leave.
- (ii) Officers in the grade of Officer, RYC up to Chief Officer, RYC who have never benefitted from the payment of the Performance Bonus in their career, to be paid a "Once in a Career Performance Bonus", provided they satisfy certain criteria.

### **Mauritius Prison Service**

9. (i) Payment of a Driving allowance for Prisons Officer/Senior Prisons Officers performing driving duties.
- (ii) Prisons Officer/Senior Prisons Officers to be departmentally known as "Lead Prisons Officer" on completing 15 years of service subject to meeting certain criteria.
- (iii) Management to assign additional responsibilities and duties to the Lead Prisons Officer against payment of a monthly allowance.
- (iv) Officers in certain grades who effectively work on shift, to be refunded annually part of their unutilised casual leave.
- (v) Officers in certain grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer who have never benefitted from the payment of the Performance Bonus in their career, to be paid a "Once in a Career Performance Bonus" provided they satisfy certain criteria.
- (vi) Review of the Medical Coverage Allowance payable to the Medical and Health Officer/Senior Medical and Health Officers posted at the Prisons Department.

### **DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF TOURISM**

10. The grades of Principal Tourism Planner, Senior Tourism Planner and Tourism Planner have been restyled to more befitting appellations to commensurate with the duties being performed.

### **MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY**

11. (i) Online teaching, assessment and evaluation, whenever necessary, to be included in the respective schemes of service of the teaching personnel of both the primary and secondary education sectors.
- (ii) Provision of loan facilities to the teaching personnel for the purchase of a laptop/PC.

### **Primary Sector**

12. (i) Ministry to consider the advisability of creating:
  - (a) the levels of Supervisor and Assistant Supervisor for the new fields/subjects introduced in the curriculum at primary school level on the basis of its functional and operational needs; and
  - (b) a grade of Primary School Educator in the field of ICT.
- (ii) The grade of ICT Support Officer has been made evanescent.
- (iii) The grades of Support Teacher and Educator (SEN) have been re-assessed and compensated on the basis of the nature of duties and responsibilities.

### **Secondary Sector**

13. (i) With the phasing out of the Prevocational Stream in the context of the Nine Year Continuous Basic Education, the grades of Educator (Secondary) (Prevocational) and Teacher (Secondary) (Prevocational) have been made evanescent and an implementing committee to look into the redeployment of these officers.
- (ii) Merging of the grades of Library Clerk and Senior Library Clerk.

### **MINISTRY OF LOCAL GOVERNMENT AND DISASTER RISK MANAGEMENT (NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT CENTRE)**

14. (i) Payment of a monthly allowance to officers who are effectively performing as Duty Officer.
- (ii) Restyling of the grades of Coordinator for Community Mobilisation and Local Community Support Preparedness Team, ICT Specialist (Response), and Information and Communication Manager (Response Team) to more appropriate appellations to better reflect the nature of duties performed by incumbents.

### **Mauritius Fire and Rescue Service**

15. (i) Firefighters departmentally known as "Lead Firefighters" on completing 15 years of service in the grade subject to satisfying certain criteria to be assigned additional responsibilities and duties by Management against payment of a monthly allowance.
- (ii) Officers in certain grades who effectively work on shift to be refunded annually part of their unutilised casual leave.
- (iii) Officers in the grades of Firefighter up to Senior Fire Officer *formerly Senior Station Officer* who have never benefitted from the payment of the Performance Bonus in their career, to be paid a "Once in a Career Performance Bonus" provided they satisfy certain criteria.

### **Mauritius Meteorological Services**

16. (i) Upgrading of the qualifications requirement of the position of Trainee Meteorological Telecommunications Technician and selected candidates to be sponsored to follow a two-year Diploma course in Telecommunication Engineering.
- (ii) Introduction of a shift pattern of work for certain grades of the Meteorological Telecommunications Technician Cadre. Payment of a Night Duty allowance to officers of the Meteorological Telecommunications Technician Cadre who effectively work on night shift.
- (iii) Payment of a monthly *ad hoc* allowance to officers of the Meteorological Telecommunications Technician Cadre who possess additional higher qualification in IT and perform specific duties in the Computer Server Administration Section.

- (iv) Payment of Height Allowance has been extended to other officers of the Mauritius Meteorological Services who are required to climb masts/towers/scaffolds/ladders above 20 feet.
- (v) Management to make necessary arrangements for the provision of basic facilities/amenities/appliances at work stations including the Trou aux Cerfs Radar Station to enhance working conditions.

#### **MINISTRY OF LAND TRANSPORT AND LIGHT RAIL**

- 17. Creation of the grades of Transport Analyst/Senior Transport Analyst and Principal Transport Analyst to strengthen the newly set up Transport Policy Unit.

#### ***National Land Transport Authority***

- 18. (i) Review of the mode of appointment to the grade of Transport Planner.
- (ii) Grant of time off to officers of the Road Transport Inspectorate Cadre who are required to work for a minimum of three hours following the issue of a cyclone warning Class III in the country, to ensure continuity in the provision of public transport services.

#### **MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE**

- 19. (i) The Ministry to conduct a Human Resource Planning exercise with a view to identifying the need for additional HR requirements and to prompt appropriate remedial measures so as to allow a more efficient and effective service delivery.
- (ii) Mode of appointment to the position of Controller, Industrial Property Office reviewed owing to difficulties encountered to fill the post

#### **MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT**

- 20. Amendment of the schemes of service of the grades of Deputy Financial Secretary and Director, Economic and Finance to provide a career path for officers in post.

#### ***Financial Operations Cadre***

- 21. (i) Review of the scheme of service of the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* to provide a career path for Assistant Financial Operations Officers *formerly Assistant Financial Officers*.
- (ii) Review of the entry requirement to the grade of Assistant Financial Operations Officer *formerly Assistant Financial Officer*, following the creation of the grade of Management Support Assistant on the establishment of the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR).

### **Procurement and Supply Cadre**

22. (i) Following the creation of the grade of Management Support Assistant on the establishment of the MPSAIR, the mode of appointment to the grade of Assistant Procurement and Supply Officer, which has been reinstated, has been reviewed and transitional provisions made for officers in post as at the eve of the publication of this Report.
- (ii) Consequential amendments brought to the scheme of service of the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer.

### **Assessment Review Committee (ARC)**

23. (i) The mode of appointment to the grades of Clerk, ARC and Deputy Clerk, ARC and their salary gradings have been reviewed to commensurate with their duties and level of responsibilities.
- (ii) The grades in the Transcriber Cadre have been restyled to more befitting appellations to reflect the evolution in the core duties performed.

### **Central Procurement Board**

24. (i) The grade of Principal Central Procurement Officer has been made evanescent to render the structure of the Central Procurement Board "fit for purpose".
- (ii) Consequential amendments brought to the scheme of service of the grade of Assistant Manager, Central Procurement.
- (iii) Review of the mode of appointment to the grade of Deputy Chief Executive, Central Procurement Board to provide an appropriate career path to serving officers.

### **Statistics Mauritius**

25. (i) The grades of Statistician and Senior Statistician have been merged and restyled Statistician/Senior Statistician.
- (ii) The grades of Statistical Officer and Senior Statistical Officer have been merged and restyled Statistical Officer/Senior Statistical Officer.
- (iii) Consequential amendments to be brought to the schemes of service of the relevant grades, following the two mergers.

### **Corporate and Business Registration Department (CBRD)**

26. (i) Provision of a designated position of Online Systems Coordinator and its duties to be allocated to senior officers of the Compliance Officer Cadre who are conversant with the online system of the CBRD, against the payment of an allowance. Alternatively, the CBRD to liaise with the Ministry of Information Technology, Communication and Innovation to make arrangement for the secondment of an officer in the field of IT on its establishment.

- (ii) The qualifications requirement of the grade of Official Receiver has been upgraded to a degree level. Management to sponsor Deputy Official Receivers in post as at eve of the publication of this Report who do not possess the Degree qualification to follow a top-up course leading to the obtention of the required Degree.

## **MINISTRY OF ENERGY AND PUBLIC UTILITIES**

- 27. Creation of a grade of Lead Engineer, Energy Efficiency at the Energy Efficiency Management Office for a better coordination and supervision of the work of the professional and technical staff.

## **MINISTRY OF SOCIAL INTEGRATION, SOCIAL SECURITY AND NATIONAL SOLIDARITY**

### ***Social Integration Division***

- 28. Restyling of the grade of Coordinator as Head, Technical Unit to commensurate with its level of responsibilities and its scheme of service to be amended to reflect the actual duties being performed by the incumbent.

### ***Social Security and National Solidarity Division***

- 29. (i) A new method provided for the refund of travelling expenses to doctors of the Medical Unit who attend the different Medical Boards.
- (ii) Specialists to be paid an allowance for servicing the Medical Tribunals.
- (iii) Provision of new allowances such as, allowance for certifying cause of death, allowance to Nursing Officers employed on sessional basis and for providing health care to the elderly in Health Clubs.

## **MINISTRY OF INDUSTRIAL DEVELOPMENT, SMEs AND CO-OPERATIVES**

- 30. (i) Creation of a grade of Deputy Director of Industry taking into consideration government policy to expand the activities of the industrial sector.
- (ii) Provision of a supervisory level of Senior Gemmologist to supervise and coordinate the work of Gemmologists and subordinate staff and Consequential amendment to be brought to the mode of appointment of the grade of Assistant Director, Assay Office.

## **MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE**

- 31. (i) Provision of a new grade of Environment Education and Communication Officer to, among others, design, execute and supervise campaigns and sensitisation programmes related to environmental issues.
- (ii) Review of the mode of appointment to the grade of Deputy Director, Solid Waste Management Division considering the nature of the duties, among others and Consequential amendment to be brought to the scheme of service of the grade of Director, Solid Waste Management Division.



## **ATTORNEY GENERAL'S OFFICE/OFFICE OF DIRECTOR OF PUBLIC PROSECUTIONS**

32. (i) The provision for payment of the Special Legal Service Allowance to Judicial and Legal Officers maintained for those in post as at the eve of the publication of the 2021 Report and on promotion within their respective cadre, on a personal basis.
- (ii) Review of the structure of the Legal Assistant Cadre, comprising among others, the abolition of the position of Trainee Legal Assistant and Consequential amendments to be brought to the scheme of service of the grade of Legal Assistant.
- (iii) Upgrading of the qualifications requirement of the grade of Principal Legal Assistant to a Diploma in Legal Studies. Transitional provisions made to allow Senior Legal Assistants to acquire the higher qualification.

## **MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND RECREATION**

33. (i) Creation of a grade of Senior Technician (Youth and Sports) to coordinate and supervise the work of Technicians (Youth and Sports).
- (ii) Management to contemplate the grant of an *ad hoc* allowance to the seniormost Technician who is effectively shouldering higher responsibilities on a regular basis until the filling of the new grade of Senior Technician.

## **MINISTRY OF HEALTH AND WELLNESS**

### ***Medical Group***

34. (i) Reassessment of the grade of Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO) in view of market factors.
- (ii) Grant of two increments on conversion to MHO/SMHOs in post as at 26 October 2016 over and above their normal yearly increment, for effective implementation of the shift system.
- (iii) Special provision for officers of the Medical Group who are required to work beyond their normal working hours and not entitled to overtime, to be remunerated at the normal hourly rate.
- (iv) The Ministry to consider the advisability of implementing a three-tier shift for MHO/SMHOs in Units/Departments, where the demand exists, taking into consideration availability of human capital.
- (v) MHO/SMHOs to be refunded their untaken casual leave annually.
- (vi) Grant of incremental credits to MHO/SMHOs possessing a specialist qualification in a field listed as scarce by the Ministry of Health & Wellness.
- (vii) The Ministry of Health and Wellness (MOHW) to provide a smart phone of equivalent value to the book allowance to every member of the medical and dental profession. The

officer would continue to be paid the book allowance, until such time that they are provided with the smart phone.

- (viii) Creation of a grade of Head, Ayurvedic Unit to administer and manage the Ayurvedic Health Services given the evolution in the Ayurvedic Sector.

### **Pharmacy Division**

35. (i) Provision of a grade of Pharmacist/Senior Pharmacist (Roster –Day and Night) in view of functional requirement. Officers in the grade Pharmacist/Senior Pharmacist have been given the option to join the new grade and would be granted one increment upon implementation of the roster system.
- (ii) Rationalisation of the mode of compensation for Pharmacy Technicians and Senior Pharmacy Technicians who are required to work beyond their normal working hours in order to provide 24-hour coverage and those who are required to work after normal working hours at the Area Health Centres and Community Health Centres.

### **Nursing Group**

36. (i) Introduction of a Degree qualification for the Nursing Officer Cadre at the level of Nursing Supervisor, in line with international practice.
- (ii) Provision of a new position of Trainee Nurse (Psychiatric) to circumvent the recruitment problem being encountered in the source grade in the cadre.
- (iii) Creation of a grade of Senior Specialised Nurse (Diabetes Foot Care) against abolition of that of Podiatrist, in view of the importance of the Diabetes Foot Care Unit in preventing and reducing diabetes related amputations.
- (iv) Provision of compensation to Permanencier/Senior Permanenciers who work beyond their normal working hours at the normal hourly rate at the salary point reached in their salary scale for every additional hour put in.
- (v) Provision of a compensation to Health Care Assistant/Senior Health Care Assistants (General) posted to the Ayurvedic Clinics who are required to perform Panchkarma therapies.
- (vi) Henceforth, appointment to the grade of Midwife to be made from among Trainee Midwives who have successfully completed the Diploma in Midwifery and Obstetrical Nursing.
- (vii) The provision for Nursing Officers leaving or retiring from the service to refund the sum obtained as Retention Allowance up to 31 December 2016, has been reviewed and they would no longer be required to refund same. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.

### **Medical Support Group**

37. (i) The schemes of service of the grades of the Linen Health Officer Cadre to be amended to reflect the actual duties performed and Management to consider the advisability of conducting periodic inspections with a view to ensuring that the officers are provided with a conducive working environment.
- (ii) The MOHW has been urged to consider re-examining the case of Community Health Rehabilitation Officers who are required to work alone and are often unwelcomed while visiting patients

### **Health Records Group**

38. Management to make necessary arrangements for officers of the Health Records Group to undergo a medical examination once every two years and those who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.

### **Medical Technician, Technologist and Paramedic Group**

39. (i) Officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist, in post as at the eve of the publication of the 2021 Report to be granted one increment on conversion, subject to the top salary of the grade for performing additional duties and those possessing a Degree in Biomedical Science, to be allowed to move incrementally in the Master Salary Scale up to a certain salary point.
- (ii) Creation of a grade of Principal Nuclear Medicine Technologist to enhance service delivery in the Nuclear Medicine Department.
- (iii) Payment of a special allowance to Nuclear Medicine Technologists who are constantly handling unsealed radioactive sources.
- (iv) Creation of a grade of Neonatal and Paediatric Respiratory Therapist to provide assistance to the medical staff for proper ventilation management especially in high risk cases.
- (v) Creation of the grades of Principal Occupational Therapist, Principal Physiotherapist and Principal Speech Therapist and Audiologist for supervision, monitoring and control of work of officers in these cadres.
- (vi) Review of the entry requirement to the position of Trainee Speech and Hearing Therapy Assistant and upgrading of the level of the training course from Certificate to Diploma.
- (vii) Upgrading of the qualifications requirement of the grade of Dental Technician from Certificate to Diploma.
- (viii) Payment of a night duty allowance to officers of the Medical Laboratory Technologist and Medical Imaging Technologist Cadres.

### **Other Major Groups**

40. (i) Creation of a level of Lead Biomedical Engineer (Health) for the overall management of the Biomedical Engineering Unit.
- (ii) Restyling of the grades in the Central Sterile and Supply Department and those of the Hospital Physicist Cadre and Pathological Laboratory Assistant Cadre to more appropriate appellations.
- (iii) Creation of a grade of Senior Telephonist (Health) (Shift) to plan, organise, supervise and control the work of Telephonists (Health) (Shift).

### **MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING**

41. Provision of appropriate personal protective equipment to Officers operating in the port area and who are called upon to visit and inspect cold rooms on board of fishing vessels and frigo-container.

### **MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE**

42. (i) Creation of a grade of Monitoring and Evaluation Officer at the Planning and Research Unit to enable a proper monitoring and evaluation of projects/programmes.
- (ii) Grant of loan facilities to Enforcement Officers for the purchase of a car.
- (iii) Management to consider the advisability of providing regular transport facilities to Enforcement Officers in order to ensure that complaints are attended to without delay.
- (iv) Creation of a grade of Principal Psychologist to supervise and ensure the smooth running of the psychological services provided to the different stakeholders.
- (v) Revamping of the present organisational structure based on functional needs, would be considered on an *ad hoc* basis once the Children's Bill is proclaimed.

### **MINISTRY OF ARTS AND CULTURAL HERITAGE**

43. (i) Amendment of the mode of appointment to the grade of Assistant Coordinator, CELPAC to provide eligibility to serving Library and Animation Officer/Senior Library and Animation Officers to apply for the position.
- (ii) Review of the entry requirement of the grade of Library and Animation Officer/Senior Library and Animation Officer to address problems of retention.
- (iii) Revisiting of the mode of appointment to the grade of Conservator at the National Archives Department to provide better career prospects to officers of the department possessing the relevant qualifications.
- (iv) The Ministry to make necessary arrangements to sponsor officers in the grade of Conservation Assistant to follow a course leading to the award of a Certificate in Archival Science.

## **MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS**

44. (i) Review of the Clerical Cadre with the creation of a benchmark grade of Management Support Assistant to address the disturbance in relativities and consequential amendments to be brought to the scheme of service of the grade of Management Support Officer, which would henceforth operate at a supervisory level.
- (ii) Provision has been made for the duties of the grade of Office Management Assistant to be enriched.

## **WORKMEN'S GROUP – GENERAL**

45. (i) Employees of the Workmen's Group –General to undergo a medical surveillance including regular health check-ups, free of charge.
- (ii) Supervising Officers to ensure timely supply of personal protective clothing/equipment which satisfies the basic safety and health requirements acceptable by the Mauritius Standards Bureau.
- (iii) Creation of a grade of Driver (Roster – day and night) at the Office of the President as its activities/functions are mostly organised after office hours and last till late at night and that of Sanitary/Cleaning Attendant for performing cleaning duties. Review of job appellations and qualifications requirement of various grades to commensurate with the duties being performed by the incumbents.
- (iv) Creation of a grade of Senior Cook at the Mauritius Prison Service for organising and controlling the day-to-day work of the Cooks (on Roster) in penal institutions.
- (v) Payment of an allowance to Prisons Drivers whenever they are called upon to drive the ambulance of the Mauritius Prison Service.
- (vi) The grades of Computer Laboratory Auxiliary and Library Attendant/Senior Library Attendant at the Vice Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology have been restyled to more befitting job appellations and Management to provide appropriate training to employees in the Workshop Assistant Cadre.
- (vii) Creation of the grades of Handyworker (Special Class) and Stores Attendant at the Vice Prime Minister's Office, Ministry of Local Government and Disaster Risk Management and the Mauritius Meteorological Services respectively.
- (viii) Provision of appropriate training in the effective use and handling of incubators to employees in the grade of Hatchery Operator.
- (ix) At the Ministry of Health and Wellness, a grade of Health Laboratory Auxiliary (on Roster) has been created.

## WORKMEN'S GROUP – TRADESMAN CADRE

46. (i) Ministries/Departments/Organisations availing the services of Tradesman's Assistant and/or any other employee in the Workmen's Group to perform work related to any specific trade, to arrange for the conduct of an appropriate training leading to the obtention of relevant Trade Certificate.
- (ii) Ministries/Departments/Organisations to arrange for the conduct of "Recognition of Prior Learning" for those employees who have been performing a work-related to specific trade for at least 10 years but do not possess the relevant Trade Certificate and the qualifications required to enrol for the relevant trade course, so that these employees acquire the relevant Trade Certificate and apply for the relevant position, whenever vacancies occur.
- (iii) Creation of the levels of Chief Electrician (Shift), Chief Plant Mechanic (Shift), Electrician (Shift) and Plant Mechanic (Shift) at the Energy Services Division as incumbents providing such services are required to operate round the clock. Incumbents in the grades of Chief Electrician, Chief Plant Mechanic, Electrician and Plant Mechanic have been given the option to join the shift pattern of work and on joining be granted three increments at salary point reached in the salary scale of their respective grade.
- (iv) Review of the appellation of the grade of Orthopaedic Appliance Maker at the Ministry of Health and Wellness, in line with the current activities being performed and amendment of the mode of appointment to the grade of Foreman so that same be filled from among incumbents in the grade of Orthopaedic Appliance Maker (Seamstress), *formerly Orthopaedic Appliance Maker*.
- (v) Creation of the grades of Assistant Master Leather Worker and Master Leather Worker at the Mauritius Police Force.



**VOLUME 2 - PART II – PARASTATAL BODIES**

1. Volume 2 Part II of the Report covers the 99 Parastatal Bodies (PSBs) reported upon by the Bureau. Appropriate recommendations on the structure and specific conditions of service related to each of these organisations are provided under the relevant Chapters. A few recommendations have been made on a general basis, namely:
  - (i) Management to follow the established procedures for the prescription/review of schemes of service, particularly where the qualifications, duties and responsibilities of grades in the PSBs are aligned on those of the corresponding levels in the Civil Service.
  - (ii) Parent Ministries to ensure that a PMS Monitoring Committee is set up in organisations falling under their *aegis* and ascertain that PMS is implemented in PSBs where such a system has not been established as well as address any related problem being encountered in the implementation thereof.
  - (iii) Management to mandatorily carry out a Human Resource Planning Exercise so that their organisations are staffed with the right number, qualified and competent people with a view to delivering successfully on their respective mandate.
  - (iv) Management of PSBs to expedite the setting up of Reform Cells to coordinate and monitor approved reform programmes in their respective organisation in collaboration with their parent Ministry.
  - (v) With a view to tackling recruitment problems in extreme scarcity areas, a higher entry point for certain professionals may be granted especially where registration with a recognised body is mandatory. In a few exceptional cases, possibility to grant a negotiable entry point exists.
  - (vi) Certain grades have been restyled to reflect their level of duties/responsibilities and granted an enhanced salary.
  - (vii) Regarding Safety and Health issues, in organisations with less than 100 employees, Management to liaise with the MPSAIR, through their parent Ministry, to tap the services of a Safety and Health Officer/Senior Safety and Health Officer, against payment of an allowance for the assignment.
  - (viii) The scheme of service of the grade of Management Support Officer to be amended to include supervisory duties and specify the length of service required for the job.
  - (ix) Appropriate training courses to be mounted for officers in General Services grades.
  - (x) Rationalisation of the mode of appointment to the grade of Human Resource Officer/Senior Human Resource Officer and the grades in the Procurement and Supply Cadre.
  - (xi) Review of entry requirements of grades performing accounting and finance duties.

- (xii) The qualifications requirements of the grade of Accountant and Internal Auditor have been amended to ensure compliance with relevant legislations.
- (xiii) Provision of a general framework to facilitate the framing of schemes of service of grades in the legal field for the sake of harmonisation and for maintaining fairness, equity and relativity vis-à-vis comparable positions.
- (xiv) Management to stand guided by a set of guidelines prior to creating grades involved in administrative duties.
- (xv) Officers leaving or retiring from the service would no longer be required to refund the sum obtained as Special Professional Retention Allowance up to 31 December 2016. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.

2. Specific recommendations in respect of a few PSBs are as follows:

**AGRICULTURAL MARKETING BOARD (ATTORNEY-GENERAL'S OFFICE, MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY)**

- 3. (i) Provision of five new positions to further strengthen the organisational structure.
- (ii) The schemes of service of the grade of Operations Officer, Senior Operations Officer and Head Operations Officer, to be reviewed to address a few incongruities.

**CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND (MINISTRY OF ARTS AND CULTURAL HERITAGE)**

- 4. (i) Creation of the grades of Curator, ICT Technician, Examinations Clerk and Receptionist/Telephone Operator to strengthen the overall structure.
- (ii) Part-Time Music Teachers in post to continue to be remunerated in accordance with the previous formula on a personal basis, until the publication of the next Report.

**EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

- 5. (i) The existing structure has been streamlined through the merging of the grades of Teacher and Senior Teacher and creation of the grades of Social Worker (ECCEA), Child Psychologist (ECCEA), Statistical Clerk and Financial Operations Officer/Senior Financial Operations Officer.
- (ii) Extension of the payment of ZEP Allowance to incumbents in the grade of Attendant, in line with what obtains in the Civil Service.



**EMPLOYEES' WELFARE FUND (MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT)**

6. (i) The scheme of service of the grade of Deputy General Manager to be amended to reflect the actual duties and responsibilities devolving on the incumbent.
- (ii) Creation of dedicated grades, requiring appropriate qualification/knowledge/expertise, to staff the different Units in replacement of the existing grade of Technical Officer.
- (iii) Review of the structure of the Loan Unit and creation of appropriate levels including those of Legal Support Officer and Internal Control Officer based on functional needs.

**IRRIGATION AUTHORITY (ATTORNEY-GENERAL'S OFFICE, MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY)**

7. (i) Introduction of a few allowances to compensate certain categories of officers viz walking allowance, height allowance and bad road allowance.
- (ii) Provision for the redeployment of Irrigueurs who are above 55 years and whose duties require physical fitness, to other sections where less physical effort is required.
- (iii) Specific provision for officers exposed to higher risk of disease, to undergo health surveillance.

**LAW REFORM COMMISSION (ATTORNEY GENERAL'S OFFICE, MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY)**

8. (i) Restyling of the grade of Law Reform Officer and review of its qualification requirements.
- (ii) The grade of Senior Law Reform Officer has been made evanescent with a personal salary scale and consequently, the mode of appointment to the grade of Principal Law Reform Officer has been reviewed.
- (iii) Creation of a grade of Clerical Officer to provide support services.

**MAHATMA GANDHI INSTITUTE (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

9. (i) Some specific conditions have been made in line with what obtain for the corresponding grades in the Civil Service, namely, enlarging the scheme of service for the teaching personnel, to include online teaching, evaluation and assessment, whenever necessary.
- (ii) Grant of loan facilities to the teaching personnel for the purchase of a Laptop/PC.

**MAURITIUS BROADCASTING CORPORATION (PRIME MINISTER'S OFFICE)**

10. (i) New job positions provided at operational level, namely Chief Broadcast Officer (Shift) and Legal Officer, to enhance service delivery.
- (ii) Creation of a grade of Technicien de Surface (Roster – Day and Night) to ensure cleanliness of the premises at all times and incumbents in the non-roster grade to be given an inducement to join the new grade.
- (iii) Introduction of a few allowances to compensate officers for additional duties performed.
- (iv) Grant of appropriate allowances to officers in support grades for performing extra hours to provide necessary assistance to the technical grades.

**MAURITIUS EXAMINATION SYNDICATE (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

11. (i) Review of the structure of the Research and Development Officer Cadre with the restyling of the grade of Research and Development Officer as Senior Research and Development Officer to reflect the level of duties/responsibilities.
- (ii) Provision for a new entry level of Research and Development Officer.
- (iii) Creation of the grades of IT Manager, Systems Analyst, Human Resource Officer/Senior Human Resource Officer and Internal Control Officer on the basis of organisational needs.

**MAURITIUS INSTITUTE OF EDUCATION (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

12. (i) Creation of the grades of Human Resource Officer/Senior Human Resource, Research Officer and IT Coordinator based on functional needs.
- (ii) Restyling of the grade of Instructional Designer.
- (iii) Upgrading of the qualifications requirement of the grade of Technician.

**MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (MINISTRY OF LABOUR, HUMAN RESOURCE DEVELOPMENT AND TRAINING AND COMMERCE AND CONSUMER PROTECTION)**

13. (i) Creation of a grade of Quality Assurance Officer.
- (ii) Restyling and upgrading of the grade of Workshop Assistant.

**MAURITIUS OCEANOGRAPHY INSTITUTE (MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING)**

14. Review of the provision for enhanced pension benefits to PhD holders of the Mauritius Oceanography Institute such that it is applicable to officers who are effectively involved in research activities on a regular basis and strengthening of the organisational structure.

**MAURITIUS RENEWABLE ENERGY AGENCY (MINISTRY OF ENERGY AND PUBLIC UTILITIES)**

15. Creation of the grades of Renewable Energy Development Officer, Administrative Assistant, Clerk/Word Processing Operator and Driver/Office Attendant on the establishment of this new organisation.

**MAURITIUS RESEARCH AND INNOVATION COUNCIL (MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION)**

16. (i) Creation of the grades of Finance Manager, IT Manager, Administrative and HR Manager, Senior Accounts Officer and Assistant Procurement and Supply Officer to consolidate the structure of the Mauritius Research and Innovation Council which has replaced the defunct Mauritius Research Council.
- (ii) For officers involved in the field of research, provisions have been made for the payment of an allowance for Continuous Professional Development and the grant of enhanced pension benefits for PhD holders. In addition, staff have been allowed to provide consultancy services.

**MAURITIUS TOURISM PROMOTION AUTHORITY (DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF HOUSING, LAND USE PLANNING AND TOURISM)**

17. (i) Creation of the grades of Deputy Director, Graphic Designer and Public Relations Officer to consolidate the existing structure.
- (ii) Amendments to be brought to the schemes of service of certain core grades to ease recruitment process.

**NATIONAL COMPUTER BOARD (MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION)**

18. Creation of a few grades on the basis of functional needs and restyling some other to more appropriate appellations.

**NATIONAL TRANSPORT CORPORATION (MINISTRY OF LAND TRANSPORT AND LIGHT RAIL, AND FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE)**

19. (i) Reinstating of certain core grades, namely Deputy General Manager and Mechanical Engineer/Senior Mechanical Engineer in view of new trends and challenges.
- (ii) Creation of the grades of Corporate Secretary, Administrative Manager, IT Support Officer and Office Management Assistant to facilitate effective service delivery.

**OPEN UNIVERSITY OF MAURITIUS (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

20. (i) Creation of several core grades viz Deputy Director-General, Professor, Marketing and Public Relations Manager, as well as support grades such as Assistant Systems Analyst/Programmer, Human Resource Officer/Senior Human Resource Officer, Safety and Health Officer/Senior Safety and Health Officer, to ensure the proper functioning of the University.
- (ii) Review of the structure of the Library with the merging/restyling of grades; making those levels which are no longer required evanescent; and amending the schemes of service of certain positions.
- (iii) Introduction of an Incentive Scheme and a Sabbatical Leave Scheme for academics.

**ROAD DEVELOPMENT AUTHORITY (MINISTRY OF NATIONAL INFRASTRUCTURE AND COMMUNITY DEVELOPMENT)**

21. (i) Creation of a grade of Internal Control Officer for compliance with the Good Governance Framework.
- (ii) Compensation to officers of the Engineering Cadre who are regularly called upon to handle major projects and to perform duties after normal working hours.
- (iii) Management to contemplate the payment of a "Headship Allowance" while designating a "Head" for its Technical Unit.

**TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (MINISTRY OF HEALTH AND WELLNESS)**

22. (i) The issue of hours of work of Doctors of the Cardiac Centre and some other grades such as Specialised Perfusionist/Senior Specialised Perfusionist and Specialised Physiotherapists has been addressed.
- (ii) Creation of a few support grades to facilitate effective service delivery.
- (iii) Introduction of On-Call and In-Attendance Allowances for Specialised Perfusionist/Senior Specialised Perfusionists whose involvement is essential for a surgery.
- (iv) Alignment of specific conditions of service for the Medical Profession based on what obtains in the Ministry of Health and Wellness.
- (v) Officers of the Specialised Nursing Officer Cadre who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service before their normal retirement date, would no longer be required to refund the sum obtained as allowance. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.

**UNIVERSITÉ DES MASCAREIGNES (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

23. Strengthening of the organisational structure with the creation of several job positions, including that of Student Affairs Officer/Senior Student Affairs Officer to oversee local as well as international students and implement policies that support the academic pursuits and development of students.

**UNIVERSITY OF MAURITIUS (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

24. (i) Creation of several grades on the basis of functional needs, including those of Research Chair, to further research at the University and Marketing and Development Officer to market the services of the University.
- (ii) Provision of a supervisory position of Principal Educational Technologist.

**UNIVERSITY OF TECHNOLOGY, MAURITIUS (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

25. (i) Review of the structure of the Quality Assurance Unit with the restyling of the grade of Quality Assurance Officer as Head of Quality Assurance, together with an enrichment of its duties and creation of a professional level.
- (ii) Creation of several grades to service the organisation on a roster basis and officers in the existing corresponding non-roster grades have been given an inducement to join the new grades.

**WASTEWATER MANAGEMENT AUTHORITY (MINISTRY OF ENERGY AND PUBLIC UTILITIES)**

26. (i) Creation of a position of Head, Procurement and Supply in view of the large procurement propensity of the organisation.
- (ii) Creation of a grade of Cashier to manage the daily cash collection in relation to rates.

**PRIVATE SECONDARY SCHOOLS (VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY)**

27. (i) The schemes of service for the teaching personnel in Private Secondary Schools to be enlarged to include online teaching, assessment and evaluation.
- (ii) Provision of loan facilities to teaching personnel for the purchase of a laptop/PC.
- (iii) Alignment of specific conditions of service obtainable at the Ministry of Education, Tertiary Education, Science and Technology.



## **VOLUME 2 - PART III – LOCAL AUTHORITIES**

1. Local Authorities comprise the Urban as well as the Rural Councils and are governed by the Local Government Act 2011 to provide an array of services to residents and economic operators of their respective jurisdictions.
2. Activities of each Municipal Council/District Council are organised under six departments, that is, Administration, Finance, Public Infrastructure, Land Use and Planning, Welfare and Public Health. The Report on Local Authorities (Volume 2 – Part III) provides for the organisational structure of each of these departments, as well as the salary scale of their respective grades. Provision has also been made for the remuneration of part-time workers.
3. The main issues dealt with under each department are highlighted below.

### **ADMINISTRATION DEPARTMENT**

4.
  - (i) Filling of the position of Chief Executive in the Local Authorities to continue to be made on contractual terms or on assignment basis for a period of two years and after the expiry of the two-year period, incumbent would be appointed in a substantive capacity subject to performance and the continued relevance of competence that may subsequently be required.
  - (ii) Review of the mode of appointment to the grade of Management Support Officer (MSO) and specification of the duties devolving upon the MSO to demarcate same from those of the source grade.
  - (iii) The salary of the grade of Safety and Health Officer/Senior Safety and Health Officer has been aligned with that of its Civil Service counterpart.
  - (iv) Restructuring of the Human Resource Cadre in the Local Authorities with a view to harmonising, to the extent possible, with what obtains in other quarters in the Public Sector.

### **FINANCE DEPARTMENT**

5.
  - (i) Creation of the grade of Cashier, on a need basis only, considering the disruption in the daily money transactions and service delivery of the Councils as well as inconvenience to the public.
  - (ii) Reinstating of the grades of Assistant Financial Operations Officer and Assistant Procurement and Supply Officer, in line with what obtains in the Civil Service.

**PUBLIC INFRASTRUCTURE DEPARTMENT**

- 6. (i) Review of the salary scale of Registered Professional Engineers following a re-evaluation exercise and officers who have benefited from the Special Professional Retention Allowance up to 31 December 2016 and are leaving or retiring from the service prior to their normal retirement age would no longer be required to refund the sum obtained as allowance. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.
- (ii) Employees in the grades of Mason and Tradesman’s Assistant (Mason), in post as at the eve of the publication of the 2021 Report, to be provided with appropriate training and to subsequently perform formwork and barbending duties against payment of a monthly allowance.
- (iii) Creation of a grade of Multi-Skilled Tradesman (Building Construction) to address the issue of delay in building and maintenance work at some sites.
- (iv) Incumbents in the grades of Tradesman (Mason, Carpenter, Cabinet Maker, Plumber and Pipe Fitter, and Painter) possessing the qualification requirements of the new grade of Multi-Skilled Tradesman (Building Construction) to be given the option to join same and be granted one increment on joining.
- (v) Management to consider the advisability of creating the grades of Tradesman’s Assistant (Aluminium and U-PVC Joinery) and Tradesman (Aluminium and U-PVC Joinery), wherever warranted.
- (vi) Creation of a grade of Electrician (Roster – Day and Night) on the establishment of all Municipal Councils for the effective use of manpower. Incumbents in the grade of Electrician to be given the option to join the grade of Electrician (Roster – Day and Night) and be granted two additional increments on joining.

**PUBLIC HEALTH DEPARTMENT**

- 7. (i) Payment of a monthly allowance to incumbents in the grade of Chemical Sprayer Operator.
- (ii) Management to make necessary arrangement with the Health Authorities for Chemical Sprayer Operators and their immediate Supervisors to undergo a medical surveillance.



## **VOLUME 2 - PART IV – RODRIGUES REGIONAL ASSEMBLY**

1. Volume 2 Part IV covers the Rodrigues Regional Assembly (RRA), which comprises the Chief Commissioner's Office, the Deputy Chief Commissioner's Office and five other Commissions, which are headed by Commissioners, responsible for exercising general direction and control over the Commissions assigned to them, namely: -
  - (i) Commission for Women's Affairs, Family Welfare, Child Development, Industrial Development, Information and Communication Technology, Vocational Training, Cooperatives, Trade, Commerce and Licensing and Prisons and Reform Institutions;
  - (ii) Commission for Health, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status;
  - (iii) Commission for Social Security, Housing, Labour and Industrial Relations, Employment and Consumer Protection;
  - (iv) Commission for Agriculture, Environment, Fisheries, Marine Parks and Forestry; and
  - (v) Commission for Youth and Sports, Arts and Culture, Library Services, Museums, Archives, Historical Sites and Buildings.
2. The salient recommendations/provisions made for a few specific quarters have been highlighted in the ensuing paragraphs.

### **OFFICE OF THE CLERK**

3. The retirement benefits of a public officer who has been assigned the duties of Clerk, Regional Assembly or Deputy Clerk, Regional Assembly should continue to be computed on the prevailing pensionable emoluments of the office to which he was assigned provided he satisfies certain conditions.

### **CHIEF COMMISSIONER'S OFFICE**

#### ***Central Administration***

4. Provision has been made for appointment to the grade of Island Chief Executive to continue to be on contractual terms or on assignment basis from among officers holding a substantive post of Department Head. Appointment to the position of Departmental Head should also continue to be on contractual terms/assignment basis for a period of two years.

#### ***Human Resource Management Cadre***

5.
  - (i) Restyling of the grade of Human Resource Officer/Senior Human Resource Officer as Human Resource Executive and strengthening of the structure of the Human Resource Management Cadre with the creation of the grade of Senior Human Resource Executive.
  - (ii) Consequential amendments to be brought to the scheme of service of Assistant Manager, Human Resources.
  - (iii) Restyling of the grade of Manager, Human Resources as Head, Human Resource Management and its duties upgraded.



### **General Services**

6. (i) Creation of the grade of Management Support Assistant in line with what obtains in the Civil Service and consequential amendments to be brought to the scheme of service of the grade of Management Support Officer, which would henceforth operate at a supervisory level
- (ii) Provision has been made for the duties of the grade of Office Management Assistant to be enriched.

### **Financial Operations Officer Cadre**

7. The grades of Assistant Financial Officer and Financial Officer/Senior Financial Officer have been restyled in line with what is obtainable in the Civil Service and their mode of appointment has been reviewed.

### **Procurement and Supply Cadre**

8. Pursuant to the creation of the grade of Management Support Assistant, consequential amendments to be brought to the qualifications requirement of the grade of Assistant Procurement and Supply Officer.

### **Economic Planning and Monitoring Unit**

9. (i) Restyling of the grades of Analyst, Rodrigues Regional Assembly and Senior Analyst, Rodrigues Regional Assembly to Analyst/Senior Analyst, Rodrigues Regional Assembly.
- (ii) Consequential amendments to be brought to the scheme of service of the grade of Lead Analyst.

### **Information Services Division**

10. Creation of a grade of Communication/Public Relations Officer, whereby incumbent would be responsible to manage the smooth communication between the RRA and its stakeholders.

### **Registration of Deeds and Conservation of Mortgages**

11. Restyling of the grade of Principal Registration Officer as Officer-in-Charge, Registration and Management to revisit its scheme of service to include duties of the corresponding position in the Civil Service.

### **Civil Aviation**

12. Creation of a grade of Senior Flight Data Officer to supervise and coordinate the work of Flight Data Officers and in view of the expanded activities that would occur at the Plaines Corail Airport.

## **DEPUTY CHIEF COMMISSIONER'S OFFICE**

### ***Public Infrastructure Department***

13. (i) Creation of a grade of Technical Officer (Electrical and Electronics) to meet the functional needs of the department.
- (ii) Officers of the Civil Engineering, Mechanical Engineering, Quantity Surveying and Architecture Cadres leaving or retiring from the service, would no longer be required to refund the sum obtained as Special Professional Retention Allowance up to 31 December 2016. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.

### ***Water Resources Unit***

14. Creation of a grade of Desalination Plant Operator (Shift).

## **COMMISSION FOR WOMEN'S AFFAIRS, FAMILY WELFARE, CHILD DEVELOPMENT, INDUSTRIAL DEVELOPMENT, INFORMATION AND COMMUNICATION TECHNOLOGY, VOCATIONAL TRAINING, CO-OPERATIVES, TRADE, COMMERCE AND LICENSING AND PRISONS AND REFORMS INSTITUTIONS**

### ***Human Resource Development Centre***

15. Management to stand guided by recommendation made in Chapter Recruitment, Promotion and Retention on Volume 1 regarding the carrying out of a Human Resource Planning exercise prior to increasing the establishment size of the grade of Library Officer at the HRDC.

### ***Prisons and Reforms Institutions***

16. (i) Prisons Officer/Senior Prisons Officers known as "Lead Prisons Officer" on completing 15 years of service, to be assigned additional responsibilities by Management, against payment of a monthly allowance.
- (ii) Officers in certain grades who effectively work on shift, to be refunded annually part of their unutilised casual leave.
- (iii) Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer, who have never benefitted from the payment of the Performance Bonus in their career, to be paid a "Once in a Career Performance Bonus" provided they satisfy certain criteria.

## **COMMISSION FOR HEALTH, COMMUNITY DEVELOPMENT, FIRE SERVICES, METEOROLOGICAL SERVICES, JUDICIAL SERVICES AND CIVIL STATUS**

### ***Medical Group***

17. (i) Payment of an allowance to the seniormost Dental Surgeon/Senior Dental Surgeon in Rodrigues who is required to manage and organise the dental services.
- (ii) Extension of certain existing conditions of service obtainable for the Medical and Dental Practitioners at the Ministry of Health and Wellness.

### ***Nursing Group***

18. (i) Creation of a grade of Blood Bank Assistant/Senior Blood Bank Assistant to provide the necessary assistance to the Blood Bank Officer to man the Blood Bank Unit.
- (ii) Payment of an allowance to the Blood Bank Officer who is required to organise educational meetings and deliver talks, lectures and sensitisation campaigns on blood donation/collection, after normal working hours.
- (iii) Grant of appropriate allowances to Nursing Officers and Charge Nurses of the Renal Dialysis Unit who are on-call after normal working hours to attend to patients calling at the Unit.
- (iv) Nursing Officers leaving or retiring from the service would no longer be required to refund the sum obtained as Retention Allowance up to 31 December 2016. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.

### ***Pharmacy Group***

19. Payment of an allowance to Pharmacy Technicians and Senior Pharmacy Technicians who are required to work beyond their normal working hours to ensure continuity of service delivery.

### ***Medical Technician, Technologist and Paramedic Group***

20. (i) The Commission of Health and Others to consider the advisability of increasing the establishment size of the grade of Physiotherapist/Senior Physiotherapist to enable officers to be posted on secondment to other Commissions including the Commission for Youth and Others.
- (ii) Payment of a Night Duty Allowance on an exceptional basis to officers of the Medical Laboratory Technologist and Medical Imaging Technologist Cadres who work on night shift.

### ***Health Records Group***

21. Payment of a night duty allowance to officers in the grades of Health Records Clerk and Higher Health Records Clerk who effectively work on night shift.

### ***Biomedical Engineering Unit***

22. Creation of a professional level of Biomedical Engineer/Senior Biomedical Engineer (Health) whereby incumbent would be responsible for organising and managing the Biomedical Engineering Unit.

### ***Workmen's Group – Tradesman Cadre***

23. Provision of a grade of Orthopaedic Appliance (Seamstress) at the Commission for Health and Others.

### **Rodrigues Fire and Rescue Service**

24. (i) Firefighters departmentally known as Lead Firefighters on completing 15 years of service, to be assigned additional responsibilities and duties by Management, against payment of a monthly allowance
- (ii) Officers of the Bank of Officers Scheme to be paid according to their respective grade.
- (iii) Officers in certain grades who effectively work on shift, to be refunded annually part of their unutilised casual leave.
- (iv) Firefighters up to Senior Station Fire Officer, *formerly Senior Station officer* who have never benefitted from the payment of the Performance Bonus in their career, to be paid a "Once in a Career Performance Bonus" provided they satisfy certain criteria.

### **Judicial Services**

25. Abolition of the grade of Trainee Court Officer and review of the mode of appointment to the grade of Court Officer.

### **Civil Status Division**

26. The quantum of allowance payable to officers of the Civil Status Officer Cadre to open Civil Status Offices after office hours during Weekdays, Weekends, and Public Holidays aligned with what obtains in the Civil Service.

## **COMMISSION FOR SOCIAL SECURITY, HOUSING, LABOUR AND INDUSTRIAL RELATIONS, EMPLOYMENT AND CONSUMER PROTECTION**

### **Social Security Division**

27. (i) Review of the structure of the Disability Unit to provide for a supervisory level.
- (ii) Creation of the grades of Disability Empowerment Officer and Senior Disability Empowerment Officer against abolition of that of Disability Empowerment Officer/Senior Disability Empowerment Officer.

### **Labour and Industrial Relations**

28. Restyling of the grade of Principal Occupational Safety and Health Officer as Officer-in-Charge, Occupational Safety and Health, to better reflect the nature of duties devolving on the grade.

## **COMMISSION FOR AGRICULTURE, ENVIRONMENT, FISHERIES, MARINE PARKS AND FORESTRY**

### **Livestock and Veterinary Services**

29. Officers in the Veterinary Officer Cadre who have benefitted from the Special Professional Retention Allowance (SPRA) up to 31 December 2016 and are leaving or retiring from the service would no longer be required to refund the sum obtained as allowance. Provision made for reimbursement to those who have left or retired from the service as from 01 January 2021.

**Department of Fisheries**

- 30. Creation of a grade of Skipper to enable the department of Fisheries to better deliver on its mandate.

**COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, LIBRARY SERVICES, MUSEUM, ARCHIVES, HISTORICAL SITES AND BUILDINGS**

**Arts and Culture Department**

- 31. (i) Review of the scheme of service of the grade of Senior Culture Officer with an enrichment of its duties and a change in appellation to Head, Arts and Culture, in consonance with the nature and level of duties devolving upon the incumbent.
- (ii) Creation of a grade of Theatre Organiser, Cultural and Leisure Centre

**Library Services**

- 32. Merging of the grades of Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues) under a restyled appellation of Library Clerk/Senior Library Clerk (Rodrigues).

**Museum, Archives, Historical Sites and Buildings**

- 33. Management to make necessary arrangements to sponsor officers in the grade of Conservation Assistant to follow a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

**Workmen's Group - General**

- 34. (i) Creation of a grade of Health Sterile Services Assistant in view of the importance of sterilisation of consumables, tools and equipment in the health services.
- (ii) Provision of a new level of Senior Cook to ensure a smooth running of the Catering Unit and a grade of Senior Health Laboratory Auxiliary has also been created to ease proper coordination of work among staff in the health laboratories.
- (iii) Payment of an allowance to Insecticide Sprayer Operators.

