

DECISIONS TAKEN REGARDING STREAMLINING OF SCHEMES OF SERVICE

AT THE MEETING HELD ON 02 OCTOBER 2020 WITH PSC AND REPRESENTATIVES OF THE MPSAIR AND PRB

<u>1</u> SN	<u>2</u> Criteria specified in existing Schemes of Service	<u>3</u> Difficulties encountered during the Selection Process	<u>4</u> Schemes of Service	<u>5</u> PSC's Proposals	<u>6</u> Discussions/Decisions taken at the meeting
1(i)	Experience at <u>senior management/ technical level</u>	<p>Difficulties are encountered to determine the eligibility of candidates with regard to the requirement of the number of years of experience required at <u>senior management/ technical level</u> as the specific grades at that level have not been specified.</p> <p>Moreover, for outside candidates there is no means to ascertain whether their experience is at <u>senior management/ technical level</u>.</p> <p>It is to be pointed out that the appointment of a candidate as Temporary Director in the Ministry of Education, T.E, S & T was quashed by the Supreme Court as the Ministry was <u>not</u> in a position to confirm whether the candidate reckoned experience at <u>senior management/ technical level</u>.</p> <p>Moreover, the appointment of a candidate as Assistant Director in the same Ministry has been challenged and is pending before the Supreme Court regarding the same issue.</p>	<p><u>Ministry of Education, T.E, S & T:</u></p> <ul style="list-style-type: none"> • Chief Technical Officer (Prescribed on 23.08.2010) • Director (Prescribed on 03.03.2014) • Director, Quality Assurance (Prescribed on 02.04.2012) • Assistant Director (Prescribed on 30.09.2010) • Head, National Education Counselling Service (Prescribed on 14.12.2011) • Assistant Manager, ICT (Prescribed on 21.10.2014) • Manager, ICT (Prescribed on 21.10.2014) <p><u>Ministry of Health and Wellness:</u></p> <ul style="list-style-type: none"> • Manager, Hospital Services (Prescribed on 20.04.2012) <p><u>Ministry of Finance, E. P. & D.</u></p> <ul style="list-style-type: none"> • Registrar of Companies (Prescribed on 16.07.2012) • Deputy Registrar of Companies (Prescribed on 01.03.2019) <p><u>Ministry of Technology, Communication and Innovation</u></p> <ul style="list-style-type: none"> • Chief Technical Officer, ICT (Prescribed on 16.05.2014) 	<p>(i) To specify the number of years of experience instead of the term "senior management/ technical level" which is too vague and difficult to determine.</p> <p>(ii) Moreover, when specifying the number of years of experience, consideration should be given to the career structure as candidates on appointment may be nearing retirement age. e.g. a post of highest level in the hierarchy requiring 15 years' experience may not be reasonable.</p>	<p>It was observed that with newly qualified candidates on the market, difficulty to determine the eligibility of candidates will be more prominent with regard to the requirement for experience at senior management/technical level.</p> <p>Hence, it was agreed that there is need to define clearly the number of years of experience required in the next lower grade.</p>

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1(ii)	Number of years of experience at Senior Management level in a major division of a <u>large institution/department</u> in the Education sector	The term " <u>large institution/department</u> " is vague and subjective. Hence, difficulty is encountered at scrutiny stage to determine which institution/department is considered to be large.	<u>Ministry of Education, T.E, S & T</u> • Director, Quality Assurance (Prescribed on 02.04.2012)	The term " <u>Large</u> " institution/department should not be included in the SOS as it is vague and subjective.	Agreed.
2(i)	Post-Graduate Experience in the <u>field of IT</u>	The term ' <u>field</u> ' is too vast. Moreover, IT is a broad area covering, <i>inter alia</i> , computing technology, such as networking, software, hardware. Hence, difficulty is encountered to determine the eligibility of candidates, having experience in the field of IT.	<u>Ministry of Technology, Communication and Innovation:</u> • Chief Technical Officer, ICT (Prescribed on 16.05.2014) • Programme Manager, CIB (Prescribed on 15.03.2019) • Project Manager, CIB (Prescribed on 08.08.2013) • Project Manager, IT Security (Prescribed on 27.01.2011)	The term " <u>field of IT</u> " is to be deleted. The exact subject in which experience is required should be specified.	<u>Re. SNos. 2 to 3</u> (i) As the field of IT keeps evolving and there exist a pleiad of subjects in IT, it was agreed that the precise qualification in IT should be specified. (ii) This will enable the exact parameters to be defined for the e-Recruitment System.
2(ii) 15 October 2020	A Certificate in IT or Computer Studies or Computer Science or <u>any ICT related area</u> from a recognised institution	Difficulty encountered to determine the eligibility of candidates in regard to the clause " <u>or any ICT related area</u> " as it is too vast.	<u>Ministry of Technology, Communication and Innovation:</u> • Computer Support Officer/Senior Computer Support Officer (on roster) (Prescribed on 04.06.2018) <u>Ministry of Agro-Industry and Food Security</u> • Technical Officer/ Senior Technical Officer (Wild Life) (Prescribed on 11.04.2008)	The term " <u>ICT related area</u> " is too vague and should not be inserted in SOS.	(iii) It was reiterated that the precise qualification should be specified so as to facilitate:- (a) determining the eligibility of candidates; (b) assessment of candidates at interview; and (c) the functioning of the e-Recruitment system.

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2(iii)	A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, <u>the major part of which should</u> be Computer Science or Computer Engineering or Information Systems or Information Technology	<p>Many tertiary institutions exist nowadays offering a multiplicity of courses having high percentage of similar content of curriculum or syllabus.</p> <p>Hence, it is difficult to define the requirements <u>“as a major part/component”</u> or <u>“the major part of which should</u> be Computer Science or Computer Engineering or Information Systems or IT”.</p>	<p><u>Ministry of Technology, Communication and Innovation:</u></p> <ul style="list-style-type: none"> • Programme Manager, CIB (Prescribed on 15.03.2019) • Systems Analyst (Prescribed on 28.07.2020) • Technical Manager (Prescribed on 23.09.2011) • Head, IT Security Unit (Prescribed on 05.09.2014) <p><u>Prime Minister's Office, Civil Status Division</u></p> <ul style="list-style-type: none"> • Network Administrator (Prescribed on 23.07.2014) 	The term <u>“the major part of which”</u> and the term <u>“as a major component”</u> are ambiguous and should not be inserted in SOS. The specific degree should be laid down.	
2(iv)	A degree with Computer Science or Computer Engineering or Information Systems or Information Technology <u>as a major component</u>	<p>Many tertiary institutions exist nowadays offering a multiplicity of courses having high percentage of similar content of curriculum or syllabus.</p> <p>Hence, it is difficult to define the requirement <u>“as a major part/component”</u>.</p>	<p><u>Ministry of Technology, Communication and Innovation:</u></p> <ul style="list-style-type: none"> • Chief Technical Officer, ICT (Prescribed on 16.05.2014) 		

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3(i)	A degree in Statistics or a joint degree with Statistics <u>as a major component</u>	Many tertiary institutions exist nowadays offering a multiplicity of courses having high percentage of similar content of curriculum or syllabus. Hence, it is difficult to define the requirement " <u>as a major part/component</u> ".	<u>Statistics Mauritius</u> <ul style="list-style-type: none"> • Statistician (Prescribed on 14.11.2018) 	The term ' <u>as a major component</u> ' is ambiguous and should not be inserted in SOS. The specific degree should be laid down.	
3(ii)	A degree in Economics or International Trade or Law or a degree in any subject <u>with a major component</u> in Law or International Trade		<u>Ministry of Foreign Affairs, Regional Integration and International Trade</u> <ul style="list-style-type: none"> • Analyst (Trade Policy) (Prescribed on 20.06.2014) 		
4	Experience in <u>administrative</u> duties	The term ' <u>administrative</u> ' is too vague and subjective. For example, an OMA posted in the Administration Section may claim that he reckons experience in administrative duties.	<u>Ministry of Finance, E. P. & D</u> <ul style="list-style-type: none"> • Secretary, Independent Review Panel (Prescribed on 16.03.2018) • Secretary of the Board (Central Procurement Board) (Prescribed on 01.12.2016) <u>Ombudsman for Children's Office</u> <ul style="list-style-type: none"> • Secretary, Ombudsman for Children's Office (Prescribed on 25.07.2014) 	To reconsider the use of the word ' <u>administrative</u> ' in SOS by a more appropriate word.	When using the word "administrative", there is need to clarify whether the incumbents have performed the higher duties. For example, OMAs have performed the duties of Assistant Permanent Secretary. It was agreed that an OMA or MSO cannot claim that he has experience in administrative duties due to the fact that he has been working in the Administration Section.

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5	Where Serving Officers are required to reckon an aggregate number of years of service in the present and former grades to be eligible to compete for higher posts	It is a current practice to include the clause 'an aggregate of at least a number of years of service in schemes of service in respect of grades falling under a particular cadre, especially where the PRB has recommended merging of grades in order not to debar officers who were eligible to the higher post prior to the merger.	<p><u>Ministry of Education, T.E., S & T:</u></p> <ul style="list-style-type: none"> • Assistant Director (Prescribed on 30.09.2010) • Quality Assurance Officer (Prescribed on 07.06.2011) • Deputy Head, Specialised Schools (Prescribed on 31.07.2012) <p><u>Ministry of Agro-Industry and Food Security:</u></p> <ul style="list-style-type: none"> • Apicultural Officer (Prescribed on 10.10.2018) <p><u>Ministry of Health and Wellness:</u></p> <ul style="list-style-type: none"> • Nursing Supervisor (Female) (Prescribed on 19.11.1998) • Regional Public Health Superintendent (Prescribed on 08.09.2015) • Senior Radiographic Assistant (Prescribed on 27.02.2007) • Senior Medical Imaging Assistant (Prescribed on 26.05.2015) • Chief Pharmacy Technician (Prescribed on 11.04.2018) <p><u>Ministry of Technology, Communication and Innovation:</u></p> <ul style="list-style-type: none"> • Senior Receptionist/Telephone Operator (Prescribed on 26.09.2006) • Programme Manager, CIB (Prescribed on 15.03.2019) • Systems Analyst (Prescribed on 24.09.2013) • Deputy Director, CIB (Prescribed on 03.05.2016) 		<p>(i) During discussions, it was held that the clause “an aggregate number of years” should be maintained in Schemes of Service, especially in cases where there is merging/restyling of grades or in respect of officers who fall in a cadre and may not have the required number of years in their particular grade but may have an aggregate of the required number of years in the cadre.</p> <p>(ii) The Director, HRM stated that the IT System should be able to capture the requirement for “an aggregate number of years of service”.</p> <p>(iii) The Senior Systems Analyst stated that the present IT System cannot cater for this clause for the time being. Hence, there is need to modify the IT System but this will involve costs.</p>

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			<p><u>Ministry of Social Integration, Social Security and National Solidarity</u></p> <ul style="list-style-type: none"> Director, Medical Unit (Prescribed on 10.11.2011) <p><u>Registrar-General's Department</u></p> <ul style="list-style-type: none"> Assistant Registrar General (Prescribed on 23.07.2014) <p><u>Treasury Department</u></p> <ul style="list-style-type: none"> Assistant Accountant-General (prescribed on 12.08.2014) 		
6	Posts requiring a degree in any one of the various subjects/ fields together with <u>equivalent</u> qualification to each of the various subjects/ fields listed in the Schemes of Service	Too many subjects are specified at degree level including a clause for equivalence of qualifications, which makes it difficult to assess the eligibility of candidates and to determine the best suitable candidate for the post.	<p><u>Ministry of Agro-Industry and Food Security</u></p> <ul style="list-style-type: none"> Scientific Officer - <u>41</u> subjects at degree level (Prescribed on 16.11.2017) <p><u>Ministry of Blue Economy, Marine Resources, Fisheries and Shipping</u></p> <ul style="list-style-type: none"> Scientific Officer/Senior Scientific Officer - <u>15</u> subjects at degree level or any fisheries related discipline (Prescribed on 01.09.2015) <p><u>Ministry of Environment, Solid Waste Management and Climate Change</u></p> <ul style="list-style-type: none"> Environment Officer/ Senior Environment Officer - <u>18</u> subjects at degree level (Prescribed on 14.11.2018) 	Only a maximum of 5 subjects should be specified.	<p>(i) The Chairperson stated that with a large number of subjects specified in Schemes of Service, there is difficulty to assess eligibility of candidates especially when the subjects are closely related and there are only few vacancies to be filled. This may result in aggrieved candidates challenging the decision of the PSC before the Court or Public Bodies Appeal Tribunal.</p> <p>(ii) It was, therefore, proposed that focused meetings be held with Ministries to discuss the need to specify 4 to 5 subjects for each Division of the Ministry.</p>

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					<p>For example, in the Scheme of Service for the post of Scientific Officer in the Ministry of Agro-Industry and Food Security, the requirement of 4-5 subjects may be specified for the Crop Division, the National Food Agricultural Technology Division and the Veterinary & Livestock Division.</p> <p>(iii) The representative of the PRB stated that the proposals should come from the Ministry as the latter is in a better position to determine which qualification is most relevant and is really helpful for the incumbent to perform his job.</p>
7	Requirement for candidates to have successfully followed an <u>approved course</u>	The term " <u>an approved course</u> " is too vague as it does not mention the specific course and the award of the level of the qualification (i.e. certificate/ diploma/degree)	<u>Ministry of Health and Wellness</u> <ul style="list-style-type: none"> Nursing Supervisor (Female) (Prescribed on 19.11.1998) 	<p>The term "<u>an approved course</u>" is too vague.</p> <p>The exact title of the course should be specified.</p>	<p>(i) The Chairperson stated that the term "an approved course" is vague and is misleading.</p> <p>(ii) Further, the Chairperson observed that in the Scheme of Service for the post of Ward Manager in the Rodrigues Regional Assembly, Charge Nurses are required to possess a Certificate on Clinical Nursing Management and Ward Administration issued by the Ministry of Health</p>

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					<p>and Wellness to qualify for promotion as Ward Manager. However, officers, recommended for promotion, have been awarded a Certificate of Attendance as no certificate regarding the above course is awarded. Hence, the promotion of the recommended officers is being delayed as query has to be made. Moreover, the SOS for the post of Ward Manager in the RRA was not aligned with the similar post in Mauritius.</p> <p>(iii) The representative of the PRB stated that there was need to bridge the gap. Ministries should define their requirements properly and clearly.</p> <p>(iv) The Chairperson proposed that in order to shortcircuit the process regarding amendment of Schemes of Service between Ministries, Trade Unions and the MPSAIR, Ministries should liaise directly with the PRB so as to address these issues in the context of the next PRB Report.</p>

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					(v) In view thereof, the representative of the PRB stated that he would make a suggestion to the Management of the Bureau to stay action on the scheduling of meetings with Ministries and instead have focused meetings with Ministries/Departments in order to address the issues regarding Schemes of Service.
8	Requirement for candidates to possess credit/pass in " <u>a science subject</u> "	Difficulty is encountered as the term ' <u>science</u> ' is too vague and the specific science subjects have not been stated.	<u>Ministry of Health and Wellness</u> <ul style="list-style-type: none"> Blood Bank Assistant (Prescribed on 13.12.2011) <u>Ministry of Industrial Development, SMEs and Cooperatives</u> <ul style="list-style-type: none"> Accreditation Officer (Prescribed on 29.03.2013) 	The exact Science subject should be specified.	The representative of MPSAIR stated that the issue regarding the specification of the particular science subject in Schemes of Service is being looked into.
9	Posts that are filled by selection from among serving officers <u>not below</u> a grade For example, in the scheme of service for the post of Health Promotion Coordinator, where it is specified "By selection from among serving officers of the Ministry <u>not below the level</u> of a Community Health Nursing Officer".	Difficulties are encountered as there exist many grades in which there may be eligible candidates and the grades from which selection is to be made have not been specified.	<u>Ministry of Health and Wellness</u> <ul style="list-style-type: none"> Health Promotion Coordinator (Prescribed on 05.11.2003) <u>Ministry of Education, T.E, S & T</u> <ul style="list-style-type: none"> Assistant Supervisor (The Arts) (Prescribed on 20.09.2017) 	The exact grade(s) should be specified in the SOS. It is suggested that <u>not more than 3-5 grades</u> with at least 5 similar duties in each grade should be specified.	It was agreed that the exact grades should be specified and the number of grades should be within the range 3 to 5.

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10	Posts that are filled by selection from <u>among officers</u> of the Ministry who hold a substantive appointment + academic qualification	In large Ministries, there are several grades in which there may be eligible candidates for such posts. As the grades have not been specified in the schemes of service, processing of the applications becomes cumbersome.	<u>Ministry of Health and Wellness</u> <ul style="list-style-type: none"> • Radiographic Assistant (Prescribed on 06.11.2006) • Psychiatry Rehabilitation and Welfare Officer/Senior PRWO (Female) & (Male) (Prescribed on 05.06.2020) • Medical Imaging Assistant (on shift) (Prescribed on 26.05.2015) • Perfusionist (Prescribed on 17.03.1994) <u>Ministry of Education, T.E, S & T</u> <ul style="list-style-type: none"> • Liaison Officer/Senior Liaison Officer (Prescribed on 24.03.2014) 	The grades (not more than 3-5) that are most appropriate for the job should be specified.	The Committee agreed to the proposals at Column 5 in order to ensure that any eligible candidate is not debarred from consideration.
11	Posts that are filled by selection from among Educators (Secondary) who are required to possess teaching experience acquired <u>after obtention of the relevant qualifications required to cross QB in their salary scale</u>	It is difficult to identify candidates who are eligible as it is not specified what are the qualifications required to cross the QB.	<u>Ministry of Education, T.E, S & T.</u> <ul style="list-style-type: none"> • Senior Educator (Prescribed on 17.03.2011) • Music Organiser (Prescribed on 18.09.2017) • Deputy Rector (Prescribed on 03.10.2016) 	The exact qualification that is required to cross the QB should be specified.	It was agreed that Schemes of Service should be amended to specify the exact qualification required to cross the QB.

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12(i) (ii)	<p>For the post of Educator (Secondary), candidates are required to possess SC+ HSC+ degree or joint degree</p> <p>Further, many <u>Notes</u> have been laid down in the Scheme of Service for candidates possessing the following qualifications:</p> <p>A1. SC + HSC + Degree/Joint Degree</p> <p style="text-align: center;"><u>OR</u></p> <p>A2. SC + Degree/ Joint degree + PGCE/Master's Degree</p> <p style="text-align: center;"><u>OR</u></p> <p>B1. SC + Degree/ Joint degree</p> <p style="text-align: center;"><u>OR</u></p> <p>B2. SC + HSC + Teacher's Diploma of the MIE</p>	<p>As the subject/field at degree level is not specified in the relevant subject to be taught, difficulty is encountered to select the most appropriate candidate.</p> <p>It is to be pointed out that the Teacher's Diploma from the MIE is no longer run.</p>	<p><u>Ministry of Education, T.E, S & T.</u></p> <ul style="list-style-type: none">• Educator (Secondary) (Prescribed on 21.10.2003)• Educator (Secondary) (Physical Education) (Prescribed on 23.02.2005)• Educator (Secondary) (Pre-Voc) (Prescribed on 14.06.2005)	<p>(i) These notes were inserted since in the past there was a shortage of eligible candidates. However, today there are a large number of eligible candidates available in the market. Thus, the need to amend the Scheme of Service to reflect present day requirements.</p> <p>(ii) To specify the subjects for the degree as well as for the joint degree taking into consideration the relevant subject to be taught so as to ensure the selection of the candidate of the right profile.</p>	<p>During discussions, it was suggested that the subjects for joint degrees required for a post should be specified, for example English & French, Maths & Statistics as the term "Joint degree", is vague and complex.</p>

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13	Posts requiring a <u>Certificate of Proficiency</u> in a specific field (e.g. ICT)	The terms ' <u>Proficiency</u> ' is too vague as the e-Recruitment System does not cater for such requirement.	<u>Ministry of Education, T.E., S & T.</u> <ul style="list-style-type: none"> • ICT Support Officer (Prescribed on 13.02.2012) 	The exact qualification should be specified.	The representative of MPSAIR stated that the post of ICT Support Officer may become evanescent shortly.
14	Posts requiring experience relevant to the most common problems affecting/likely to affect the health of children	Difficulties encountered at scrutiny stage and at interview level to assess the most appropriate candidate as all medical practitioners would have some experience pertaining to children's health.	<u>Ministry of Education, T.E, S & T.</u> <ul style="list-style-type: none"> • Director (Health and Wellness) (Prescribed on 08.05.2017) • Assistant Director (Health and Wellness) (Prescribed on 08.05.2017) 	The common problems affecting children's health are too vague. The problems should be specified.	The representative of the PRB informed that the requirements spelt out at Column 2 emanated from the Ministry of Education, Tertiary Education, Science and Technology. It was, therefore, suggested that Ministries/ Departments should be requested to define their requirements clearly in order to facilitate the recruitment of the most suitable candidate.
15	Posts requiring candidates to reckon <u>practical experience</u> in the running of garage	Difficulties encountered at scrutiny level and at interview stage to assess <u>practical experience</u> in the running of a garage, as candidates may not be in a position to produce documentary evidence thereof. It is also difficult to ascertain the genuineness/ authenticity of the documents issued by private garages.	<u>Ministry of Agro-Industry and Food Security</u> <ul style="list-style-type: none"> • Transport Superintendent (Prescribed on 22.07.2016) 	Such experience should not be inserted in SOS in view of the difficulties pointed out in Column 3.	It was agreed that such requirement should not be included in SOS, in view of the fact that it is difficult to ascertain the authenticity/genuineness of the experience claimed.

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16	Posts requiring <u>experience in Social Work</u>	Difficulty to assess ' <u>experience in social work</u> ' which is a vague term as it may include child care, care of elderly, voluntary work in NGOs/ religious institutions/ charitable institutions.	<p><u>Ministry of Social Integration, Social Security and National Solidarity</u></p> <ul style="list-style-type: none"> • Probation Officer (Prescribed on 31.07.2014) • Disability Empowerment Officer/ Senior Disability Empowerment Officer (Prescribed on 17.07.2020) <p><u>Ministry of Gender Equality & F.W</u></p> <ul style="list-style-type: none"> • Care Worker (Prescribed on 24.01.2014) • Head, Child Development Unit (Prescribed on 21.09.2017) • Head, Gender Unit (Prescribed on 21.09.2017) <p><u>Mauritius Prisons Service</u></p> <ul style="list-style-type: none"> • Prisons Welfare Officer (Prescribed on 23.02.2011) 	Such experience should not be inserted in SOS in view of the difficulties pointed out in Column 3 of S.N. 16 and other alternatives have to be considered.	It was agreed that the term "Social Work" is vast. There is, therefore, need to narrow it down to specific requirements. In doing so, the number of applicants will be reduced considerably so that only fully qualified candidates will apply for the post. This will facilitate the selection process.