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**SUBMISSIONS TO PAY RESEARCH BUREAU  
IN RESPECT OF THE  
RODRIGUES REGIONAL ASSEMBLY**

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**SEPTEMBER , 2020**

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## ➤ OFFICE OF THE CLERK, REGIONAL ASSEMBLY

### **MISSION OF THE OFFICE**

To ensure that the work of the Regional Assembly is carried out in a fair and democratic manner to all Members for the benefit of the Rodriguan people.

The post of Clerk at the National Assembly is appointed “by promotion, on the basis of experience and merit, of an officer in the grade of Deputy Clerk, National Assembly who reckons at least four years’ service in a substantive capacity in the grade<sup>1</sup>.”

### **PROPOSAL**

***It is, therefore, proposed that the post of Clerk, Regional Assembly be filled in a substantive capacity after completion of a five year period and subject to their performance and the continued relevance of competence.***

### **HANSARD UNIT (FORMERLY REPORTING SECTION)**

At present, the Reporting Section of the Office of the Clerk is responsible for the production of impartial, timely and accurate official records of Parliamentary debates. The primary objective of the Reporting Section is to provide accurate, efficient and high quality word-processing and transcription services for the production of the record of the proceedings of the Regional Assembly debates and its committees.

The Reporting Section comprises the Reporters’ cadre which consists of the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly.

**We propose that the Reporting Section be restyled Hansard Unit and that the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly be restyled Hansard Reporter and Sub Editor, Regional Assembly and Assistant Hansard Reporter and Sub Editor, Regional Assembly respectively.**

**We further propose that consideration be given to the creation of a grade of Senior Hansard Reporter and Sub Editor, Regional Assembly.**

### **PRE-PRESS AND AUDIO VISUAL OFFICER (NEW GRADE)**

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At present, the Regional Assembly involves the services of an Audio Visual Assistant to operate audio and other recording equipment and thereby enable the proper recording of debates for the Assembly sittings and necessary upkeep of records. The Audio Visual Assistant is on the establishment of the Central Administration of the RRA and therefore only attends to the Regional Assembly on an 'as and when required basis'.

The recording process is vital for the onward transcription of the debates of the Assembly. However, with the present arrangement, the Regional Assembly is facing serious problems as regards certain specific tasks related to the position.

**We propose that a new grade of Pre-Press and Audio Visual Officer be created on the establishment of the Office of the Clerk. Appointment thereto should be made by selection from among candidates possessing (a) a Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission; (b) a Certificate in IT from a recognized institution; and (c) basic audio visual knowledge and knowledge of Quark Xpress and Adobe Photoshop or any upgraded version.**

#### **Health Surveillance**

**We propose that the Office of the clerk should make arrangement with the Occupational Safety and Health Unit of the Central Administration to have regular occupational safety and health audits so as to identify any risk to safety and health for the officers concerned and to subsequently recommend remedial measures. The National Assembly should also consider the advisability to arrange with the Health Authorities for a medical surveillance for the officers of the Hansard Unit.**

## **LIBRARY CLERK**

The library clerk who is responsible for:

- (a) the day to day administration and running of the Library;
- (b) providing information relating to parliamentary business and other parliamentary research work; and
- (c) updating of laws and reviewing of Government Gazette, is, at present, required to perform the following additional and higher duties:
  - (i) The administration and management of the library;
  - (ii) The stock – tacking, shelf reading, stock-editing, the development and weeding of library collection;
  - (iii) Maintaining and updating records , catalogues , indexes and special files; and
  - (iv) Visits at the parliament.

## **PROPOSAL**

**It is therefore, proposed that an appropriate allowance be paid to the library clerk for performing the additional and higher duties.**

## **ALLOWANCE TO EMPLOYEES IN THE OFFICE AUXILIARY CADRE.**

**We propose that Employees in the Office auxiliary cadre who are called upon to perform work over and above their normal duties during parliamentary sittings are paid an ad hoc allowance of per sitting (at revised quantum).**

## ➤ CHIEF COMMISSIONER'S OFFICE

### **CENTRAL ADMINISTRATION**

The Island Chief Executive, who is at the head of the Central Administration is responsible for the administration of the departments and their staff, including the following core cadres,:

Administrative Cadre,  
Human Resource Management Cadre,  
Financial Operations Cadre,  
Procurement and Supply Cadre,  
Internal Control Cadre,  
General Services Cadre, and  
Workmen's Group.

In addition, staff of the following departments also directly report to him:

Legal Services,  
Economic Planning and Monitoring Unit,  
Statistics Unit;  
Secretariat of the Executive Council; and  
Occupational Safety and Health Unit.

The Island Chief Executive is also responsible for the efficient administration of all the functions of the Executive Council. The staffs of the Regional Assembly are under his administrative control. Besides being the Responsible Officer for all officers employed by the Rodrigues Regional Assembly, he also directly supervises the Central Administration and is accountable for all aspects of human resource management, financial management, financial operations, procurement and supply management, and internal control.

At the level of the Central Administration, a Departmental Head, who is also responsible for the portfolios of Management of State Land, Civil Aviation, and Tourism Development, and two Administrative Officers generally support the Island Chief Executive in his tasks.

The Island Chief Executive is also the head of the Administrative Cadre. Officers of the latter Cadre are at the helm of the administrative machinery in the Chief

Commissioner's Office, the Deputy Chief Commissioner's Office and the five Commissions. They provide administrative support and advice to the Commissioners, ensure the implementation of projects; make high-level decisions about policy and strategy, and are responsible for the day-to-day running of the Commissions.

At the door of a two decade of autonomous functioning, there is an urgent call for a revised administrative structure, which should be modern, professional, and citizen-friendly, with a view to totally transform the style of governance in the Island and it is considered that now is the right time.

Furthermore, taking into consideration the following:-

the ever-increasing level of administrative responsibility in, invariably, all the Commissions (policy formulation and implementation, administration and management and making of regulations);

in view of the multiple portfolios within a single Commission which is quite different from Mauritius, it is impossible for a person to effectively manage so many matters singlehandedly in any Commission and to effectively fulfill the imperative need to ensure the most economical, efficient and effective use of resources;

whenever a Departmental Head proceeds on leave, another Departmental Head has to take responsibility for all matters falling under the supervision of the absent colleague; and

the huge gap that exists between the present Administrative Officer and the Departmental Head in terms of level, experience and authority to replace the latter whenever on leave, the following proposal is being made:

## **PROPOSAL**

**Accordingly, it is proposed that a Senior Executive Service on the establishment of the Central Administration in the Chief Commissioner's Office, be introduced as follows:**

**Island Chief Executive, at the apex;**

**Chief Executive, Rodrigues Regional Assembly (presently Departmental Head)**

**Deputy Chief Executive, Rodrigues Regional Assembly (New Grade)**

**Assistant Chief Executive, Rodrigues Regional Assembly (presently Administrative Officer)**

**Appointment to the new grade of Deputy Chief Executive, Rodrigues Regional Assembly should be made by selection from among officers in the grade of Assistant Chief Executive, Rodrigues Regional Assembly (presently Administrative Officer) who**

reckon at least eight years' service in a substantive capacity in the grade and who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; possess leadership and organising skills; are versatile and adaptable to different work situations and conditions; possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving; are familiar with modern trends and techniques in management; and have a high sense of responsibility and maturity.

Consequently, it is also proposed that the salary structure warrants review in that:

(i) The salary of the grade of Island Chief Executive should, in the existing pay structure, be equivalent to the salary attached to the post of Senior Chief Executive in the Island of Mauritius; and

The salary of officers in the grade of Chief Executive, Rodrigues Regional Assembly (presently Departmental Head) should, in the existing pay structure, be equivalent to the salary attached to the post of Permanent Secretary.

Although the above is expected to have meaningful impact, it is also considered that they, alone, will not be sufficient to achieve the desired results and place Rodrigues where the Central Government envisions it to be as well as the aspirations of the Rodriguans will not be met. Accordingly, the following is also proposed as fundamental reforms initiatives:

## **PROPOSAL**

Accordingly, it is also proposed that:

The operations of the Central Administration under the general direction of the Island Chief Executive be organised under two executive arms, namely Public Service Affairs Division and Finance and Economic Planning Division. The Public Service Affairs Division would be responsible, *inter alia*, for the administration of the Chief Commissioner's Office, the Legal Services, the Human Resource Management Cadre including general services and workmen's group, administrative reforms, training unit, occupational safety and health, issues. The Finance and Economic Planning Division would be responsible, *inter alia*, for financial management, financial operations, procurement and supply management, internal control, economic planning and monitoring, and statistics. Other portfolios may, in due course, be attached to both both Divisions based on needs arising as the RRA moves ahead.



The Public Service Affairs Division would be under the responsibility of a Departmental Head (to be restyled Chief Executive), Rodrigues Regional Assembly and The Finance and Economic Planning Division would be under the responsibility of a Director.

**We propose a new grade of Director, Finance and Economic Planning Rodrigues Regional Assembly be created against abolition of the existing grade of Head, Finance which is vacant.**

## **LEGAL SERVICES UNIT**

### **LEGAL SERVICES UNIT**

The establishment of the Rodrigues Regional Assembly comprises a Legal Services Unit, which is responsible to look after and advise on all legal matters of the Commissions of the Rodrigues Regional Assembly. The Unit is manned by an Attorney-at-Law and a Legal Officer whose services are retained either on a full-time basis or a part-time basis or on a contractual basis, depending upon operational requirements. Absence of a properly structured legal division is a major impediment. Presently, legal views are sought locally from a Legal Adviser appointed contractually by the Rodrigues Regional Assembly instead of the State Law Office.

In order to consolidate and reinforce the existing legal arrangements with the relevant structure, human resources, and skills and competencies, it is proposed that a Legal Division, in lieu of the existing Legal Services, be established in the Chief Commissioner's Office of the Rodrigues Regional Assembly. Accordingly, amendments to the relevant Act would be made in order to provide for that.

The Legal Division would, among others, be responsible for tendering legal advice to the Chief Commissioner, the other Commissioners and the Island Chief Executive. It will also be responsible for the initiation of civil proceedings as appropriate and as instructed on behalf of the Regional Government.

### **PROPOSAL**

**It is proposed that:**

- a) A new grade of Chief Legal Adviser be created to head the Legal Division. The incumbent should be a barrister-at-law with at least five years' standing at the Bar.**
- b) Under the headship of the Chief Legal Adviser, the Legal Division would continue to be serviced by an Attorney-at-Law and a Legal Officer, whose services would be retained either on a full-time basis or a part-time basis or on a contractual basis, depending upon operational requirements.**

## **ECONOMIC PLANNING AND MONITORING UNIT**

**We propose the merging of the grade of Analyst and Senior Analyst to align with the Mauritian counterparts**

## **STATISTIC UNIT**

In line with the regional government vision to provide quality statistics for Rodrigues there is need to intensify the service of our professional staff. The aim to empower the Statistics Unit to deliver additional indicators for future development in new sectors. Moreover, this shall also enable the unit to work in line with national and international Standard notably the National Standard for Development of Statistics (NSDS), System of national Account (NSA), and International Recommendation for Tourism Statistics (IRTS) among others.

**We are therefore proposing the creation of the post of Principal Statistical Officer to assist the statistician in such overwhelming and challenging commitments. This shall henceforth guarantee greater proficiency within the working mechanism of Statistics Unit.**

***We propose the creation of the grade of Principal Statistical Officer (New Grade)***

## **HUMAN RESOURCE CADRE**

### **PROPOSAL**

**It is proposed that a new grade of Head, Human Resource Management be created on the establishment of the Human Resource Management Cadre of the Central Administration.** Appointment thereto should be made by selection from among officers in the grade of Manager, Human Resources who reckon at least three years' service in a substantive capacity in the grade and who —

- (i) have a thorough knowledge of human resource policies, related legislation and latest trends in human resource management and the design of work systems;
- (ii) be innovative and have good leadership skills;
- (iii) be able to interact effectively with multidisciplinary teams;
- (iv) possess strong leadership, managerial and organising skills;
- (v) possess excellent communication and interpersonal skills;
- (vi) have a high sense of responsibility and integrity

(vii) possess strong analytical skills and are able to adopt a multi-disciplinary approach to problem-solving and decision-making; and

(viii) have the ability to work under pressure and meet tight deadlines.

### **GENERAL SERVICE CADRE**

We propose that any recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly.

### **FINANCE CADRE**

We propose that any recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly

### **PROCUREMENT AND SUPPLY CADRE**

We propose that any recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly

### **INTERNAL CONTROL CADRE**

We propose that the Internal Control Unit be reinforced into a proper department and the creation of post of Head, Internal Control Department be created.

We further propose that the new structure of the Internal Control Cadre on the establishment of the Rodrigues Regional Assembly should consist of the following grades: the existing grades of Internal Control Officer/Senior Internal Control Officer and Principal Internal Control Officer and the new grades of Assistant Manager, Internal Control; Manager, Internal Control; and Head, Internal Control.

## **OCCUPATIONAL SAFETY AND HEALTH UNIT**

The Occupational Safety and Health Act is also applicable to the Rodrigues Regional Assembly and as an employer the RRA has the duty to enforce and abide to provisions of the Act.

**Due to heavy workload and lack of structure we are proposing the following;**

**An Occupational Safety and Health section be created at the level of the Central Administration. This Unit to be responsible for the observance of Occupational Safety and Health norms at all levels of the Rodrigues Regional Assembly. A new post of Manager, Occupational Safety and Health and Principal Occupational Safety and Health be created to take charge of the Occupational Safety and Health Unit.**

## **SOCIAL WORKER (RODRIGUES REGIONAL ASSEMBLY)**

The grade of social worker RRA was created to attend to both the educational service and health services where as in Mauritius there are two distinct grades to perform the separate duties.

**It is proposed to grant the social worker on the Rodrigues Regional Assembly the following allowances for example risk and uniform allowance and any other allowance perceived by their counterparts in Mauritius. (Quantum of allowance to be revised)**

## **INFORMATION SERVICES SECTION**

**We propose the creation of new grade of Communication/public relations officer to cater for all communication matters of the Rodrigues Regional Assembly.**

## **PRINTING UNIT FORMERLY BINDING UNIT**

The Binding Unit provides binding services to all Commissions of the RRA. The Unit currently employs a Binding Supervisor and Machine Minders.

There is a need to align the staff structure of the the Binding Unit of the Government Printing Department in Mauritius which employs a Production Supervisor, an Assistant Production Supervisor, and Machine Minder/Senior Machine Minders.

**We propose that (i) the Binding Unit be renamed as Printing Unit and (ii) a new grade of Production Supervisor be created to be responsible for the day-to-day management of the Printing Unit.**

Appointment to the new grade of Production Supervisor should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Production Supervisor in the Printing Unit *formerly Binding Unit* who reckon at least two years' service in a substantive capacity in the grade and who possess the National Trade Certificate, level 3 in Printing or Print Finishing and Book Binding or Print Finishing or a Record of Unit Credit, awarded by the MITD or an equivalent qualification acceptable to the Public Service Commission.

**The Printing Unit, which currently falls under the Vote and control of the Commission for Women's Affairs, would be transferred under the umbrella of the "Information Services Section" in the Central Administration, Chief Commissioner's Office**

***We further propose a new grade of Graphic Artist be created on the establishment of the RRA for the Printing Unit. Appointment thereto should be made from Trainee Graphic Artist who have successfully completed their training***

### **Health Surveillance**

Staff of the Binding unit, (to be restyled printing unit) by nature of their work, are regularly exposed to or are liable to be exposed to substances which are hazardous to their health.

**We propose that the Central Administration make necessary arrangements with the Health Authorities for a medical surveillance, free of charge, and at regular interval for these staff**

## **REGISTRATION**

The Registration Unit in Rodrigues is responsible, among others, to register information regarding land ownership and obligations and to safeguard the interest of creditors and debtors and of parties in sales and leases of immovable properties; registration of particulars of deeds and documents presented by members of the legal, professional and the public including the transfer of vehicles; follow up action after reassessment of values of immovable properties by the Chief Government Valuer, including representations before the Tax Appeal Tribunal; and collection of annual tax payable by campement site owners and campement owners.

The existing cadre consist of One Principal Registration Officer, One Senior Registration Officer (Personal | ), Registration Officer/ Senior Registration Officer.

**We propose that the grade of Principal Registration Officer be restyled Principal Registration Officer/Chief Registration Officer with the same salary scale as in Mauritius.**

## **CADASTRAL/STATE LAND DIVISION**

### **PLANNING UNIT**

**We propose the Creation of NEW grades of Principal Town and country planning Officer, Senior Town and country planning Officer, to professionalize the service and also to meet the demands of certain sectors such Tourism Industry and commercial/Small and Medium Enterprise.**

### **SURVEY SECTION**

At present in the Cadastral Office there are 7 Survey Technicians. Of these 7 STs, one (1) have already served **13 years**. These 7 STs have a serious problem as there is no career prospect. This situation is impacting on the morale of the STs and causing demotivation in many. Now, the organisational structure of the Survey Section is such that there is no supervisory level post. Survey technicians report directly to their head of section who is a Principal Surveyor. In truth, Survey technicians are already performing duties figuring in Senior Survey Technician scheme of service (which exist on the Mauritius Establishment).

The Survey section is responsible for the maintenance of state lands. The surveying profession should be enhanced to meet standards set up by the Cadastral Survey Act 2011. The survey technician cadre should be reinforce with the creation a new grade of Principal Survey Technician and Senior Survey Technician.

## **PROPOSAL**

**In light of the above, we propose the creation of the new grades of Principal Survey Technician and Senior Survey Technician**

**We further propose that officers of the Survey unit who are required to perform duties in respect of Hydrographic Surveys be paid an allowance (at revised quantum)**

## **CIVIL AVIATION**

A supervisory level should be created to meet existing requirements and to provide a career path for the experienced Flight Data Officers.

**In light of the above, we propose the creation of a new grade of Senior Flight Data Officer**

## **TOURISM DIVISION**

**We propose the creation of Senior Enforcement Officer to meet existing requirements and to provide supervisory level for the cadres concerned. The Senior Tourism Enforcement Officer to reinforce the Tourism Enterprise License Unit.**

**We propose that arrangements should to be made for officers of the Leisure Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time off for the extra hours put in. However, where it has not been possible for management to grant time off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of 15 extra hours in a month.**

## **COMMISSION FOR EDUCATION**

In the context of the Nine-Year Schooling and all reforms taking place in the education sector, it is felt that there is need to reinforce the existing structure of the directorate with a new grade of Assistant Director, Rodrigues Regional Assembly. The Assistant Director would be responsible, among others, for the proper management of the 33 pre-primary schools, 12 primary schools and the 8 colleges of the REDCO Ltd besides assisting the Director of Education, in the design and implementation of educational reforms, plans, and strategies for the development of the Education Sector in Rodrigues.

### **PROPOSAL**

**In light of the above, it is proposed that:-**

- (a) the scheme of service for the grade of Director of Education, Rodrigues Regional Assembly be amended to include:-:**
  - (i) in future appointment to the grade should be made by promotion from among officers in the grade of Assistant Director, Rodrigues Regional Assembly who reckon at least two years' service in a substantive capacity in the grade;**
  - (ii) " incumbent would be required, inter alia, to monitor and evaluate the overall operational procedure, regulatory compliance and service delivery of the whole education sector with a view to improving the process of quality education and lifelong opportunities for all";**
- (b) the grade of Head of Education (Primary) in the Education Services, Rodrigues Regional Assembly be restyled more appropriately as Principal School Inspector and the scheme of service be aligned as the one that exist on the establishment of the Ministry of Education, Tertiary Education, Science and Technology;**
- (c) a new grade of Assistant Director of Education Rodrigues Regional Assembly be created on the establishment of the Education Services, Chief Commissioner's Office. Appointment thereto should be made by selection from among: officers in the grade of Principal School Inspector who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grades of Head of Education (Primary) and Principal School Inspector.**
- (d) The scheme of service of the grade of School inspector be amended to include inspection at Pre-Primary schools (both public and private) as well in Rodrigues to ensure their proper management in relation to infrastructure and pedagogy.**



## **SPECIAL EDUCATION NEEDS SCHOOLS**

We propose the creation new structure for the management of Special Education Needs Schools in Rodrigues as no child should be left behind on account of his/her disability.

At present, there are three Special Education Needs (SEN) Schools registered with the Education Services, Chief Commissioner's Office; and the 'Education Services' envisages to set up integrated units in the mainstream in order to take on board children with special education needs as well.

Like in the Ministry of Education and Human Resources, the 'Education Services' has the mandate to provide quality education to all school going children. Thus, schools should be equipped with the necessary facilities to accommodate children with special needs.

Pending the setting up of integrated units in the mainstream, **we propose the creation of the following new grades: Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist, Occupational Therapist, and Educational Psychologist be created on the establishment of the Commission for Education to deal, among others, with children with special education needs.**

## **ICT SUPPORT OFFICERS**

ICT Support Officers are posted in all primary schools mainly to provide support to teachers and pupils in the use of ICT resources and provide user support for standard hardware, software and network. They are also required, as per their scheme of service, to teach ICT, as and when required.

**We propose that any recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly**

## **MANAGEMENT OF ISLET**

We propose the creation of a new grade of Islet Warden under the central administration to be posted on Islets.

Appointment to the grade of Islet Warden should be by selection among serving officers in the grade of General Workers and Security Guard who reckons at least four (4) years' service in a substantive capacity.

On joining the grade, Incumbents needs to follow basic courses about safety at sea as well as any laws regulating islet management

Islet Warden would be required to perform the following duties

- (i) To work on islets of Rodrigues during day/or night to enforce laws regulating islets where they are posted.
- (ii) To report any shortcomings and offence issues to their direct supervisors or any officers designated by the Chief Executive of the commission where they are posted.
- (iii) Watch premises, fauna and flora and any other resources pertaining to the islet
- (iv) To perform any other duties directly related to the main duties as described above

### **Risk allowance**

**We propose that incumbents in the grade be paid a monthly risk allowance as determined by the bureau.**

### **All-inclusive allowance**

**We propose that a daily all-inclusive allowance including meal allowance of Rs850 be paid to employees who are required to work and stay overnight on offshore islets (at revised quantum)**

## ➤ DEPUTY CHIEF COMMISSIONER'S OFFICE

The Deputy Chief Commissioner's Office has four portfolios under its umbrella. It holds the responsibility for the:-

- (a) Public infrastructure constituting mainly the maintenance of public buildings and other assets; construction and rehabilitation of roads and bridges and their maintenance and the improvement of public infrastructure in villages;
- (b) Land transport services and the maintenance of government vehicles belonging to the Rodrigues Regional Assembly; and
- (c) Water production and its regular distribution to the population.

### **The main objectives of the Commission are to ensure:-**

- (i) sustainable infrastructural development through the design, construction, maintenance and repair of roads, footpaths, bridges to increase access around the island;
- (ii) an efficient and reliable public transport service through improved traffic management and road safety measures;
- (iii) the maintenance of all public infrastructure including government buildings and street lightings; and
- (iv) ample water production and its proper storage to ascertain a regular water distribution to the population.

### **The strategic direction of the Deputy Chief Commissioner's office reads as follows:-**

- (a) Increase access through construction of roads, track roads and footpaths around the island.
- (b) Ensure the maintenance of all public infrastructures.
- (c) Enhance water production and storage capacity through construction and maintenance of intake dams, desalination plants as well as optimal ground water exploitation.
- (d) Improve traffic management and road safety measures.

The Departmental Head (to be restyled Chief Executive, RRA), is the responsible and accounting officer of the Deputy Chief Commissioner's office and he has the overall responsibility for both the technical and the general administration of the Office.

## **PUBLIC INFRASTRUCTURE DEPARTMENT**

The Public Infrastructure Division has to ensure sustainable infrastructural development through the design, construction, maintenance and repair of roads, bridges and government buildings. In other words, it has the responsibility for the construction and renovation of public buildings and other assets; the construction, rehabilitation of road, drains and bridges, street lighting and their maintenance; and the improvement of public infrastructures in villages. The public Infrastructure division also issues building and burial permits.

### **MAINTENANCE OF BUILDINGS AND OTHER ASSETS DIVISION**

The Head, Public Infrastructure at the apex of the technical division is responsible for all public infrastructure works as described above. To assist him in the discharge of his duties, he has a team of professional and Technical grades comprising:-

- (i) Architect/ Senior Architect;
- (ii) Quantity Surveyor/ Senior Quantity Surveyor;
- (iii) Electrical Engineer/ Senior Electrical Engineer;
- (iv) Assistant Quantity Surveyor;
- (v) Technical Officer; and
- (vi) Works Inspectorate cadre.

In addition they are supported by employees in the Tradesman class and other ancillary manual grades.

### **ENGINEERING CADRE**

Emphasis should be laid on the fact that, in Rodrigues, the Commission of Public Infrastructure is responsible for both building and maintenance of buildings; building and maintenance of roads and drains; and the improvement of various other public infrastructures whereas, in Mauritius, all these functions are undertaken by different institutions. Moreover, the number of projects in respect of construction of new roads, bus shelters, drains, upgrading of certain existing roads and the operationalisation and rehabilitation of desalination plants has increased.

**In light of the above and the fact that the Commission of Public Infrastructure is a multi-disciplinary organisation with several technical sections, it is considered that there is need for the creation of a new grade to assist the Head, Public Infrastructure in the smooth running of the division and to provide for a career path to Engineer/ Senior Engineers (Civil).**

A functional benchmarking of the Engineer/ Senior Engineer cadre at the Commission for Public Infrastructure with what exists at the Ministry of National Infrastructure and Community Development in Mauritius suggests that the Engineering cadre at the Commission for Public Infrastructure may be aligned with that at the Ministry of National Infrastructure and Community Development up to the level of Lead Engineer under a restructured Head of Public Infrastructure.

## **PROPOSAL**

**In light of the above it is proposed that:**

**(a) a new grade of Lead Engineer be created. Appointment thereto should be made by promotion, on the basis of experience and merit, from among officers in the grade of Engineer/Senior Engineer(civil) who reckon at least 5 years' service in a substantive capacity in the grade and who:**

- (i) have overall knowledge in civil and building project management;**
- (ii) have knowledge of administrative, financial and procurement and supply procedures relating to civil engineering and building contracts;**
- (iii) possess good organising, supervisory and leadership skills; and**
- (iv) possess good interpersonal and communication skills.**

**(b) In future, the grade of Head, Public Infrastructure should be made promotional on the basis of experience and merit, from among officers in the grade of Lead Engineer who reckon a minimum of 2 years' service in a substantive capacity in the grade and who possess:**

- (i) strong leadership and managerial skills: and**
- (ii) sound administrative and organizational abilities.**

## **DEPARTMENT OF WATER RESOURCES**

The Deputy Chief Commissioner's Office is equally responsible for the Water Resources and Water Supply. The purpose of the Water Resources Unit is to:-

- (a) ensure proper and regular water supply to the population;
- (b) manage and develop the water resources and treatment; and
- (c) manage the distribution of water for domestic, industrial and commercial purposes throughout Rodrigues.

The main functions are to:-

- (i) provide reliable water supply services;
- (ii) assess, develop and manage the conservation of water resources;
- (iii) monitor the production, treatment and distribution of water;

- (iv) implement water infrastructure projects; and
- (v) maintain and repair the existing water infrastructures.

It is considered that there is lack of qualified people to manage some existing units/sections like hydrology, laboratory, desalination and water treatment.

**We propose the restyling and upgrading of the grade of Water Supply Attendant to Water supply Operator to meet operational needs.**

### **WATER QUALITY UNIT**

The responsibility of the Water Quality Unit would be to ensure a good quality of water through different water tests, the good management of chemicals at different treatment stages the environment monitoring of desalination plants and other related issues.

The staffing structure of the Water Quality Unit should comprise the existing grades of Scientific Officer, Laboratory Technician and the Laboratory Auxiliary and a new grade of Technical Officer (Laboratory).

### **PROPOSAL**

**It is proposed that:**

- (1) a new grade of Technical Officer (Laboratory) be created on the establishment of the Deputy Chief Commissioner's Office. Appointment thereto should be made from among candidates possessing a Diploma in Science/ Water Related (testing/Treatment Field) from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and who are computer literate.**

**The Technical Officer (Laboratory) would be responsible to the Scientific Officer inter alia, for the proper execution of works assigned to him. He would be required to:**

- (a) plan and undertake the sampling and analysis of potable waters;**
- (b) carry out investigations to detect quality and assess the actual and potential pollution of surface and groundwater; and**
- (c) produce and prepare regular reports the quality of water from operational plant, rivers, groundwater, water supplies, effluents and discharges.**

- (2) a new grade of Treatment Plant Operator to assist the Technical Officer (Laboratory).**

## **PLANT AND EQUIPMENT UNIT**

This Unit comprises two sub units and is responsible for desalination, plant treatment and maintenance and repair of pumps. The desalination sub unit looks after the proper functioning of desalination plants in terms of managing the operations and their maintenance and repairs. The other sub unit looks after the maintenance and repairs of borehole pumps, surface pumps, water treatment plants and other related issues.

At present the Plant and Equipment Unit has, on its establishment, a Plant and Equipment Manager and support staff in the Tradesman Class and manual grades such as Workshop Supervisor, Chief Pump Mechanic, Pump Mechanic, Welder, Plumber and Pipe Fitter, Desalination Plant Operator and Handy Worker.

It is considered that the present set-up of Plant and Equipment Unit requires three new grades namely:-

1. Engineer/ Senior Engineer (Electrical);
2. Engineer/ Senior Engineer (Mechanical); and
3. Technical Officer ((Electrical).

The Engineer/ Senior Engineer (Electrical) would look after the electrical aspects of plants and equipment, be responsible for the proper functioning of desalination plants in terms of managing the operations, execution and maintenance of electrical installations;

The Engineer/ Senior Engineer (Mechanical) would look after the Mechanical aspects, to be responsible for the execution of mechanical engineering works and the maintenance and repairs of borehole pumps, surface pumps, water treatment plants and other equipment; and

The Technical Officer (Electrical) would assist the Engineer /Senior Engineer and carry out installation, maintenance and repairs of borehole pumps, surface pumps, and water treatment plants and other electrical and electronic installations/instruments.

## **PROPOSAL**

**It is proposed that:**

- (a) a new grade of Engineer/ Senior Engineer (Electrical) be created on the establishment of the Deputy Chief Commissioner's Office for the Plant and Equipment Unit;**

The Engineer/ Senior Engineer (Electrical) would be responsible, among others, for the design, execution and maintenance of electrical installation works; proper management and execution of contracts and submission of project status reports; liaising with clients and other stakeholders for the co-ordination and execution of works; and ensuring compliance with the provisions of the Quality Management System;

Appointment to the grade of Engineer/ Senior Engineer (Electrical) would be made from among candidates who are registered as Professional Engineers in the field of Electrical Engineering or Electronic Engineering with the Council of Registered Professional Engineers of Mauritius; have good technical problem- solving skills and are computer literate;

(b) a new grade of Engineer/ Senior Engineer (Mechanical) be created on the establishment of the Deputy Chief Commissioner's Office for the Plant and Equipment Unit;

The Engineer/ Senior Engineer (Mechanical) would be responsible for the day to day running of the unit and would be required, inter alia, to execute mechanical engineering works; guide and supervise the work of subordinate staff, attend meetings and committees;

Appointment to the grade of Engineer/ Senior Engineer (Mechanical) would be made from among candidates who are registered as Professional Engineers in the field of Mechanical, Mechatronics or Building Services Engineering with the Council of Registered Professional Engineers of Mauritius; and are computer literate;

(c) a new grade of Technical Officer (Electrical) be created on the establishment of the Deputy Chief Commissioner's Office for the Plant and Equipment Unit;

the Technical Officer would assist the Engineer/ Senior Engineer (Electrical) in the installation and maintenance/ repairs of electrical and electronic plants and equipments; in the supervision of all electrical and electronic installations; liaise with different stakeholders; carry out regular site visits; prepare and submit technical reports; and

Appointment to the grade of Technical officer should be made from among candidates holding a diploma in Electrical and Electronic engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and who are computer literate.



## **DESALINATION PLANT**

Much emphasis is being laid on desalination of sea water and consequently more desalination plants are being set up. In this context, a grade is required to operate the desalination plants.

### **PROPOSAL**

It is proposed that a new grade of Desalination Plant Operator be created on the establishment of the Deputy Chief Commissioner's Office for the Plant and Equipment Unit. Appointment to the grade should be made by selection from among serving employees reckoning at least two years' service and who possess the National Trade Certificate (Level 3 (NTC3) / National Certificate level 3 (NC3) in Electrical Installation or Plumbing issued by the Mauritius Institute of Training and Development (MITD) or the Lycee Polytechnique, Sir Guy Forget.

The Desalination Plant Operator would be required to:

- (a) operate the desalination plant;
- (b) record readings in record books;
- (c) detect and repair minor faults on pumps; and
- (d) maintain, monitor and calibrate various electronic, electrical and mechanical plant and equipment.

The Desalination Plant Operator would be required to work on a roster basis including Sundays and Public Holidays.

We propose that officers of the Inspectorate cadre who are called upon to put in beyond 33 <sup>3</sup>/<sub>4</sub> hours and less than 40 hours weekly should be paid at the normal hourly rate provided that the officers put in a minimum of five hours in excess of 33 <sup>3</sup>/<sub>4</sub> hours weekly.

We propose that any recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly.

## ➤ COMMISSION FOR WOMEN'S AFFAIRS AND OTHERS

**It is being proposed that the Commission be renamed Commission for Gender to meet international standards.**

### **FAMILY WELFARE AND PROTECTION OFFICERS**

Presently, family Welfare and Protection Officers are appointed by selection from among candidates possessing a Diploma in Social Work/Social/Social Studies/Social Welfare/Psychology/Sociology or any alternative equivalent qualification

**We propose that officers in the grade of Family Welfare and Protection Officer possessing a Degree in Social Work/Social Studies/Social Welfare/Psychology/Sociology or an alternative equivalent qualification and who are regularly called to shoulder higher responsibilities be allowed to move incrementally beyond top salary for at least one year.**

### **Allowance (Hot Line Service)**

The Commission for Child Department operates on a 24-hour Hot Line Service to provide first hand counselling and advice to the public on any family related issues/problem and in particular to desperate persons who are in urgent needs of help and support.

Actually, the officers who are called to attend the hotline services are not being compensated in terms of their **all-inclusive allowances**.

**Due to lack of human resource at the Family Welfare and Child Development Unit, only one officer is called to attend to cases reported to child abuse and domestic violence on hotline services at a time.**

**We therefore, proposes that two distinct three- digit hotline intervention of the commission for the purpose of first hand counselling advice or intervention into family and child abuse/violence cases.**

### **Time off facilities.**

The commission organizes several activities on Child rights, Child mentoring and prevention of domestic violence campaign, among others, regularly outside normal working hour and the services of the Family Welfare and Protection Officers are required to ensure a citizen-centric service.

We propose that arrangement be made for incumbents in the grade of Family Welfare and Protection Officers who are required on a regular basis, to put in additional hours of work to cope with the demands of their job, be granted equivalent time off for the extra hours put in and where it has not been possible for Management to grant same , upon application for a period of four consecutive months, the officer should be compensated at the normal hourly rate subject to having put in a minimum of 15 extra hours per month.

### **Travelling and car benefits**

The following grades serving within the Regional Assembly are not listed on the list of grades eligible for Duty Free Facilities compared to their counterparts in Mauritius.

- i. Family Welfare and protection Officer**
- ii. Family Counselling Officer**

We are proposing that the same facilities be extended to those similar grades within the Rodrigues Regional Assembly.

The payment of "On-Call" and "In-Attendance" Allowances to officers in several grades for the provision of an emergency service after office hours on a rotational basis and to attend to people in distress at nights, during weekends and on Public Holidays, is being maintained.

## **TRADE, COMMERCE AND LICENSING**

The objectives of the Trade, Commerce and Licensing Department are:

- (a) to provide and facilitate trade and commercial activities in Rodrigues;
  - (b) to ensure that members of the public are being provided with the necessary information to participate fully in trade and commercial activities; and
  - (c) to ensure that necessary guidelines and procedures are followed to deliver licences through the approval of a Licensing Committee
- This section needs to be distinctly considered to avoid confusions.

Presently, there are about 1989 licence holders who are indebted to the Rodrigues Regional Assembly amounting to approximately Rs 16 million. Accordingly, it is considered that there is need to strengthen the department through the creation of a supervisory grade and enforcement cadre. Hence it is being proposed that the department be reinforced with proper supervision by the creation of new grade;

- 1. a new grade of Head, Trade, Commerce and Licensing to supervise and coordinate the work of the department.**
- 2. a new grade of Licensing Enforcement Officer be created on the establishment of the Commission. Appointment thereto should be made by selection from among serving officers who possess:**
  - (i) a Cambridge Higher School Certificate or passes in at least two subjects on one certificate at the General Certificate of Education Advance level or an equivalent qualification acceptable to the Public Service Commission; and**
  - (ii) good interpersonal and communication; and**
- (b) The main duties of the Licensing Enforcement Officers would include the following:**
  - (i) To conduct field inspections of businesses, and ensure compliance with the licence regulations in force;**
  - (ii) To make enquiries, report and process to complaints and appeals by traders; and**
  - (iii) To collect data and information on License issues and maintain accurate records thereof.**

## COOPERATIVE DIVISION

The Cooperatives Department of the Commission aims to enhance cooperative development through sustainability, in Rodrigues. All cooperative societies are registered in Mauritius.

The Department acts as a facilitator in the consolidation, promotion and development of the Cooperative movement. It is responsible for:

- (a) the registration, supervision, inspection, and monitoring of Cooperative Societies;
- (b) providing training to cooperative entrepreneurs;
- (c) assisting Cooperative Societies in professionalizing their activities to attain financial and functional autonomy; and
- (d) the settlement of disputes through Arbitration and Liquidation

Its statutory role is to ensure that the Cooperative Societies/ Federations comply with the provisions of the Cooperative Act 2016.

**Presently, the Department comprises the following grades:**

- (a) Officer in Charge;**
- (b) Assistant Officer in Charge;**
- (c) Senior Cooperative Officer; and**
- (d) Cooperative Officers.**

Benchmarking of the structure of the Department with what exist in Mauritius shows that the cadre is in alignment up to the grade of Senior Cooperative Officer and that the Officer in Charge, Cooperatives is equivalent to the Principal Cooperative Officer. The PRB has also recommended for the creation of the post of Assistant Officer in Charge, Cooperatives, in Rodrigues. However, the post is squeezed between the posts of Senior Cooperative Officer and the Principal Cooperative Officer.

## PROPOSAL

**Accordingly, it is proposed that:**

- (a) The salary of the grade of Assistant Officer in Charge should, in the existing pay structure, be equivalent to the salary attached to the post of Principal Cooperative Officer in the Island of Mauritius and the grade be called as such;**
- (b) Consequently, the grade of Officer in Charge be restyled Head, Cooperatives and the salary of the grade, should, in the existing pay structure, be equivalent to the salary attached to the post of Divisional Cooperative Officer.**

### **Time Off facilities and compensation for regular extra hours**

Officers of the cooperative cadres in Mauritius who are required to put in additional hours of work on a regular basis, are given equivalent time off for extra hours in. Where it has not been possible for management to grant time off to such offices within a period of four consecutive months, an appropriate allowance as compensation for extra hours put in is payable to them subject to approval of the Ministry of Civil Service and Administrative Reforms.

**In view of the above, we are proposing that the same provisions be extended to cooperative cadres within the Rodrigues Regional Assembly.**

### **Setting up of a cooperative Audit Unit:**

To be in conformity with the cooperative Act 2016, the ministry for cooperative has set up a cooperative Audit Unit. Officers of the Cooperatives Division are no more responsible for the audit of books of account and financial statements of cooperative societies.

We are proposing the setting up of a Cooperative Audit Unit in Rodrigues who will be responsible for the proper auditing of books of accounts and statements for cooperative societies instead of having recourse to officers from Mauritius who have to perform such duties on a yearly basis,

### **Setting up of a cooperative Development Unit**

We are proposing the setting up of a Cooperative Development Unit to help the Cooperative movement to become more involved in activities carried out by the cooperative Development Unit in the Ministry, this will allow the cooperative division within the Rodrigues Regional Assembly to work mainly with the Registrar of the Cooperative Societies.

## **HUMAN RESOURCE DEVELOPMENT CENTRE**

The Development of Human Resources Department manages the Human Resource Development Centre (HRDC) in Rodrigues which acts as a catalyst and facilitator for the promotion of capacity building in Rodrigues.

The objectives of the HRDC include, among others to:

- (a) promote Human Resource Development;
- (b) stimulate a culture of training and life-long learning;
- (c) reduce the mismatch between training needs and training offers; and
- (d) provide information, advice and guidance which enable students and trainees to make appropriate and effective decisions about learning, training and work.

The Centre organises part-time courses at Diploma, Graduate and Post-Graduate levels in Rodrigues in collaboration with recognised institutions in Mauritius, including the Mauritius Institute of Education, the University of Mauritius and the University of Technology, Mauritius. It also mounts and provides specialized training programmes in collaboration with training institutions in Mauritius as well as the Ministry of Public Service, Administrative and Institutional Reforms.

Presently, the centre is headed by a Head, Human Resource Development Centre assisted by a Coordinator, a Library Officer, an Office Management Assistant and a Management Support Officer.

### **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) The grade of Head, Human Development Resource Centre be restyled Director, Human Resource Development (HRD) Centre . In future, appointment to the grade of Director, Human Resource Development (HRD) Centre should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Director, Human Resource Development (HRD) Centre (proposed for restyling from Coordinator, Human Resource Centre) reckoning at least four years' service in a substantive capacity in the grade; and**

**(b) The grade of Coordinator, Human Resource Centre be restyled Assistant Director, Human Resource Development (HRD) Centre.**

**(c) The grade of Senior Library Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Library Officer, who:**

- (i) reckon at least four years' service in a substantive capacity in the grade;**
- (ii) possess a good knowledge of the organisation and techniques of a library; and**
- (iii) possess supervisory and communication skills.**

### **PRISONS AND REFORMS INSTITUTIONS (ADMINISTRATION)**

We propose that all recommendations that applies to the Mauritius prison be made applicable to Rodrigues.

- 1. We propose that the post of Lead Prison Officer be restyled Prison Sergeant.**
- 2. We propose the introduction of confinement allowance or any special allowance to compensate prison officers for being confined in a prison.**
- 3. Duty free facilities to all prison officers so that they don't have to travel by bus and being assaulted by ex-detainees or when travelling by bus accompany by family and have to deal with an embarrassed situation in connection with the nature of their job.**
- 4. We propose the new grade of Prison Caporal.**
- 5. We propose the payment of an appropriate driving allowance to prison officers who are entrusted driving duties in government vehicles in escort duties and other interventions in connection with detainees displacement from one institution to another or public places.**
- 6. Cook on roster**

**We propose the creation of a new grade of cook on roster to be posted at the Rodrigues Prison**



### **Hospital Officer (New Grade)**

There are at present three Nursing officers posted at Rodrigues Hospitals under the aegis of the Commission for Health, who attend Rodrigues Prison on a roster basis, daily. They are required to attend the Rodrigues Prison during their days off to dispense medication to detainees.

As per PRB Report 2016, Nursing Officers at Rodrigues Prison are called upon to dispense medication only. However, according to paragraph 31 of the Reform Institution Act 1988, these officers have an important responsibility for the treatment and health care of detainees.

### **PROPOSAL**

***Accordingly, it is proposed that:***

- A. A new grade of Hospital Officer be created on the establishment of the Prisons Department;***
- B. The post be filled in the first instance, on an assignment basis by serving Nursing Officers to ensure the treatment and health care of detainees for eight hours on a daily basis;***

### **Health surveillance**

**It is proposed that the Rodrigues Regional Assembly arranged for health surveillance for prison officers.**

### **Dog Section**

**We propose that Prison Officers who are posted in the Dog Section and required to train dogs should be paid an allowance prescribed by the Bureau.**

### **Pregnant Prison Officers**

**We recommend that Management should strongly consider the advisability of not requiring, as far as possible, pregnant female Prison Officers to perform extra hours or night shift or duties involving continuous standing for at least three months before their confinement**

**We further propose that officers in the grade of Prisons Officer/Senior Prisons Officer possessing a Degree in Social Work/Social Studies/Social Welfare/Psychology/Sociology or an alternative equivalent qualification be allowed to move incrementally beyond top salary for at least one year.**

## **REHABILITATION YOUTH CENTRE**

**We propose that a new grade of Officer, Rehabilitation Youth Centre be created to perform general duties, as laid down in the Reform Institutions and other related Acts, Rehabilitation Youth Centre Regulations and legislations in force and such other orders as may be issued from time to time.**

Appointment to the grade of Officer, Rehabilitation Youth Centre would be by appointment of Trainee Officers, Rehabilitation Youth Centre who have successfully completed their training.

**We additionally propose the creation of a grade of cook on roster to be posted at the Rehabilitation youth centre.**

## **INFORMATION AND TECHNOLOGY AND COMMUNICATION TECHNOLOGY**

Given the evolving nature of technology, it is advisable to provide appropriate training to all officers in the IT Cadres to keep them up to date for efficiency and effectiveness of the service they deliver.

### **Travelling and car benefits**

The ICT Manager is called has to attend various commissions and departments within the Rodrigues Regional Assembly as and when required to meetings/interventions/trainings and thereby using his own means of transport.

In view of the above, we hereby propose that the grade of ICT Manager be listed in the list of grades eligible for Duty Free facilities and to allow him to benefits from other privileges in terms of travelling.

## **PROBATION**

With the setting up of a Rehabilitation Youth Centre (RYC) in Rodrigues since February 2018, the Probation Service is required, like in Mauritius, to be represented on the Visiting Board Committee. It is a Probation Officer not below the rank of **Assistant Commissioner** who represents the Commissioner of Probation and Aftercare on such committee. The prime purpose is to respond to queries about Social Enquiry Reports drawn up by Probation officers in various court areas with respect to the enforcement of Aftercare Orders as per S.47 of the Reform Institutions Act 1988.

Moreover, according to Regulation 5(1) Of the Probation of Offenders Regulations 1947, District Probation Committees are appointed by the parent Ministry to oversee the work of the probation officers and the offenders' response to probation treatment. It is the Commissioner of Probation and After Care who sits on all the committees around the island of Mauritius. In Rodrigues, the most senior Probation Officer acts in this capacity.

Furthermore, with the imminent setting up of a Probation Hostel and Home in Rodrigues to cater for less severe cases of juvenile delinquency like Child Beyond control, it is recommended by the Probation Hostel and Home Regulations 1989 (GN 6/1990) at s. 3(8)(a) that "the Commissioner of Probation and Aftercare shall designate a Principal Probation Officer to act as Secretary" on the managing committees.

The Head, Probation Service in Rodrigues performs the following additional duties apart from shouldering the overall responsibility of the Division which the Principal Probation Officer in Mauritius does not:

- (a) To supervise projects, schemes and institutions falling under the responsibility of the Probation and After Care Service, and the after care and parole and rehabilitation of offenders; and
- (b) To organise family and community welfare programmes, both at preventive and curative levels, with a view to coping with problems of family breakdowns, deviancy, delinquency and criminality.

## **PROPOSAL**

***It is, therefore, proposed that:***

- (a) ***a new grade of Welfare Officer, Probation and Social Rehabilitation be created on the establishment of the RRA. Appointment thereto should be made from among candidates possessing a Diploma in Social Work from a***

*recognised institution or an equivalent qualification acceptable to the Public Service Commission and possessing at least two year's experience in Social and Rehabilitation activities ; and*

- (b) the salary scale of the grade of Head, Probation Service in Rodrigues be elongated in comparison to the grade of Principal Probation Officer in Mauritius to compensate for the additional duties and responsibilities attached thereto..**
- (c) We propose that Officers of the Probation Cadre be paid a Black Jacket Allowance to attend courts as it is the case for their counterparts on the Mauritius Establishment**
- (d) With the increase in the rise in number of suicide in Rodrigues. We propose the creation of a specialized unit as in Mauritius. And officers who are required to operate the Hot Line Service to answer phone calls received after office hours during weekdays, weekends and public holidays for the purpose of counselling and advice on matters related to suicide prevention, should be paid an all inclusive allowance (at revised quantum).**
- (e) We propose that arrangements should continue to be made for officers of the Probation Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job be granted, on application, equivalent time off for the extra hours put in. However, where the officers cannot be granted time off within a period of four months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.**
- (f) We propose the payment of appropriate risk allowance to officers in probation cadres as their nature of work is in a risky environment at times.**

## ➤ COMMISSION FOR HEALTH, COMMUNITY DEVELOPMENT, FIRE SERVICES, METEOROLOGICAL SERVICES, JUDICIAL SERVICES & CIVIL STATUS

Presently, Health services are provided at the:

- (a) Queen Elisabeth Hospital;
- (b) Mont Lubin Area Health Centre;
- (c) La Ferme Area Health Centre; and
- (d) Fifteen Community Health Centres.

The Health Director is the technical adviser in matters of health services in Rodrigues and he is supported by a team of medical professionals comprising both, officers recruited on the Rodrigues establishment and officers from the Ministry of Health & Wellness who serve on a tour of service in Rodrigues. The medical professionals are assisted by paramedical and other support staff.

The Hospital, Area Health Centres and Community Health Centres are staffed, among others, by officers in:

- 1) the Medical Group;
- 2) the Pharmacy Group;
- 3) the Nursing Group;
- 4) the Medical Auxiliaries Group;
- 5) the Health Records Group;
- 6) the Medical Technician and Technologist Group;
- 7) the Medical Imaging Technologist and Paramedical Group;
- 8) the Health and Food Safety Inspectorate;
- 9) Health Promotion; and
- 10) grades involved in the hospital and lay administration as well as other ancillary, operations/ support services.

### **REORGANISATION OF THE HEALTH SERVICES**

The Health Sector in Rodrigues, which has been facing serious challenges, is characterised by several weaknesses:

- (i) The structure is not well organised and equipped and is not staffed adequately to provide quality services in all fields to the Rodriguan population;

- (ii) The present structure for administration and management of the health services is not adequate and appropriate to enable service delivery at the desired level;
- (iii) There is an acute shortage of specialist doctors and other specialised professional staff with the result that often there is no continuity and monitoring of medical cases;
- (iv) An insufficient number of Medical and Health Officers/ Senior Medical and Health Officers act as a hindrance to the implementation of the shift system for doctors;
- (v) There is an inadequacy in the services provided by the preventive and non-communicable disease section;
- (vi) Certain services, such as surveillance are presently not being provided;
- (vii) Certain sections / units, like Bio Medical Engineering is almost totally devoid of trained professional staff;
- (viii) There is a lack of trained personnel in several departments;
- (ix) There is no clear level of reporting or supervision in certain units, such as in the Physiotherapy section; and
- (x) Some important support units, like Health Statistics and Central Sterile Supply Division (CSSD) do not exist.

Furthermore, the decentralisation of the health services as well as the provision of certain services for more hours at more locations, undeniably, entails adequate manning of the annexes, the posting of various categories of staff which in turn implies an increase in the establishment size of the concerned grades. It also entails the creation of several new grades.

## **MEDICAL AND DENTAL SERVICES**

### **SAMU (Emergency Services)**

Emergency services like road traffic accidents, haemorrhage, cerebral vascular accident and cardiac cases among others, have unfortunately increased during the last five years. Accordingly, with a view to unable appropriate and timely treatment, it is recommended to introduce the SAMU system in Rodrigues. Presently, there are no Emergency Physicians in Rodrigues and the number of death among these

patients is significant. 02 specialised vehicles are already available and trained nursing staffs are ready. Accordingly, 02 Emergency Physicians are required to start a 24-hour service.

### **Dental Superintendent - New Grade**

There exists, at present, three posts of Dental Surgeon/ Senior Dental Surgeon on the establishment of the RRA. It is considered that there is need to review the organisation structure of the Dental Services in order to provide for a grade, which would be responsible to organise, manage the dental services, and ensure a quick and efficient service to the public. The new grade would provide for a career structure for Dental Surgeon/ Senior Dental Surgeons.

### **PROPOSAL**

***In light of the above, it is proposed that:***

- (a) A new grade of Emergency Physician be created on the establishment of the RRA. Appointment thereto should be made from candidates who are fully registered as medical practitioners in accordance with legislation in force in Mauritius, reckoning at least three years' experience as a medical practitioner in a recognised health institution and who possess a diploma in Emergency Medicine from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;***
- (b) A new grade of Dental Superintendent be created on the establishment of the RRA and appointment thereto be made by promotion, on the basis of experience and merit, of officers in the grade of Dental Surgeon / Senior Dental Surgeon who:***
  - (i) reckon at least eight years' service in a substantive capacity in the grade;***
  - (ii) have good organising, administrative and management skills;***
  - (iii) possess good communication skills; and***
  - (iv) have ability to lead and motivate a team of officers.***

## **NURSING CADRE**

At present, the Nursing Cadre in the Medical Department comprises the following:

- 1) Trainee Nurses;
- 2) Nursing Officers;
- 3) Charge Nurses (Female);
- 4) Charge Nurses (Male);
- 5) Ward Managers (Female);
- 6) Ward Managers (Male);
- 7) Nursing Supervisors (Female);
- 8) Nursing Supervisors (Male);
- 9) Nursing Administrator (Female); and
- 10) Nursing Administrator (Male).

## **PROPOSAL**

***In light of the above, it is proposed that:***

- (a) ***A new grade of Head, Midwifery, RRA be created on the establishment of the Commission for Health. Appointment thereto should be made by promotion of officers in the grade of Principal Midwife who reckon at least two years' service in a substantive capacity in the grade and have successfully completed the Hospital Nursing Administration course as approved and arranged by the Ministry of Health and Wellness. Candidates should be able to:***
  - (i) ***enforce discipline;***
  - (ii) ***maintain proper professional standards; and***
  - (iii) ***lead and manage a team of officers;***
- (b) ***The Head, Midwifery, RRA would be responsible to the new grade of Head, Nursing and Midwifery, RRA for the administration of the midwifery services in hospitals, Area Health Centres and Community Health Centres and among others:***
  - (i) ***plan and implement Community Midwifery policies;***
  - (ii) ***organise, supervise, oversee and co-ordinate the work and activities of midwifery staff; and***
  - (iii) ***develop and mount training courses for officers in the midwifery cadre.***



- (c) ***The Head, Midwifery, RRA may be required to work in hospitals, the annexed institutions and the community to meet the operational needs of the midwifery services; and***

### **MIDWIFE/SENIOR MIDWIFE**

- (d) ***The grades of Midwife and Senior Midwife be merged for greater efficiency and to avoid growing frustration in the Cadre due to lack of promotional prospect.***

### **CLINICAL PSYCHOLOGIST**

There exists on the establishment of the RRA, one post of Psychologist (clinical). A similar grade exists on the establishment of the **Ministry of Health and Wellness** in Mauritius. However the appellation differ slightly. It is considered that the appellation of both grades be same.

#### **PROPOSAL**

***It is proposed that the grade of Psychologist (clinical) be restyled Clinical Psychologist in line with the appellation on the main land.***

### **NON-COMMUNICABLE DISEASES AND HEALTH PROMOTION**

#### **Community Health Co-ordinator – New Grade**

At present, there is no grade to head the Non-communicable Diseases and Health Promotion Unit. in view of the growing concern regarding Non-communicable Diseases which is gaining ground among the population both in Mauritius and Rodrigues with a rapid and steady pace, it is considered that there is no choice than to attach the importance it deserves before it becomes too late. Accordingly, it is considered that an appropriate grade is required to be responsible for the planning, organisation, implementation, coordination and monitoring of activities relating to Non-Communicable Diseases (NCD), Sexually Transmitted Diseases (STD) and Health Promotion.

#### **PROPOSAL**

***It is proposed that a new grade of Health Promotion Co-ordinator be created on the establishment of the RRA. Appointment thereto should be made by selection from candidates who possess a Degree in Sociology or Social Work or Health promotion or Communication or any other related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission, and reckon***

**at least 10 years' experience in the organisation / implementation of community based and Health Promotion activities.** Candidates should possess leadership and organising skills and the ability to motivate a team of officers.

The Community Health Co-ordinator would be required to head the Non-Communicable Diseases and Health Promotion Unit. The incumbent would, among others:

- a) monitor and conduct health promotion activities;
- b) develop, plan and implement health promotion projects, policies and strategies in collaboration with all stakeholders;
- c) identify areas of research in NCDs, Sexually Transmitted Diseases and health promotion and make appropriate proposals; and
- d) plan and organise conferences and Primary Health Care functions.

### **NUTRITIONIST CADRE**

There is presently on the establishment of the RRA, two posts of Nutritionist/ Senior Nutritionist. Incumbent in the grade has, besides performing his clinical duties, to also conduct sensitisation campaigns in primary and secondary schools and provide assistance in health promotion activities. The work load has considerably increased as the number of patients has consistently been on the rise. It is considered that there is need to create the grade of Principal nutritionist to head the unit and to plan, monitor and supervise the work of nutritionist.

The Principal Nutritionist would be responsible, among others, for:

- (a) organising, coordinating and supervising the activities of the Nutrition Unit;
- (b) assisting in the formulation of health nutrition policies;
- (c) planning, coordinating , monitoring and evaluating nutrition projects and programmes;
- (d) planning and conducting training programmes, research and surveys on nutrition related problems;
- (e) coordinating and collaborating with other relevant institutions on nutrition related matters; and
- (f) providing training to subordinate staff.

## **PROPOSAL**

***It is proposed that a new grade of Principal Nutritionist be created on the establishment of the RRA. Appointment thereto should be made by selection from among officers in the grade of Nutritionist/ Senior Nutritionist who reckon at least seven years' service in a substantive capacity in the grade and who possess organising, coordinating and supervising skills; and good interpersonal and communication skills.***

## **PUBLIC HEALTH NURSING**

At present, there are three Public Health Nursing Officers on the establishment of the RRA. The fact that incumbents are by virtue of the nature of their duties required to work in the community and the annexed health institutions, it is considered that there is need for a new grade to assist the Head, Nursing and Midwifery, RRA, in:

- (i) planning and coordinating the work of and
- (ii) the planning, implementation and evaluation of the Community Health Nursing programmes;
- (iii) the organisation of prevention and health promotion programmes; and
- (iv) ensuring the timely submission of health statistics and other pertinent reports to relevant authorities, as and when required.

## **PROPOSAL**

***The grades of Public Health Nursing Officer be upgraded and merged with the grade of Senior Public Health Nursing Officer for greater efficiency and to avoid growing frustration in the Cadre.***

## **Health and Food Safety Inspectorate**

The Health and Food Safety Inspector cadre comprise the following grades:

- (a) Inspector (Health and Food Safety);
- (b) Senior Inspector (Health and Food Safety); and
- (c) Principal Inspector (Health and Food Safety).

Functional Benchmarking has been made with what exist at the Ministry of Health and Wellness and with the Health Inspectorate cadre in the Local Authorities in

Mauritius. It has been found that the grades of Inspector Cadre (Health and Food Safety) at the RRA are salary wise, in line with the grades of Public Health and Food Safety Inspector cadre up to the Principal level in Mauritius. However, it is considered that there is need for a new grade of Chief Inspector (Health and Food Safety) at the RRA to be in alignment with the Chief Health Inspector grade in the Local Authorities in Mauritius. The Chief Health Inspector would be responsible for the proper administration, supervision and overall technical control of the work of the other officers of the Health Inspectorate Cadre.

## **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) A new grade of Chief Inspector (Health and Food Safety), be created on the establishment of the RRA. Appointment thereto should be made by promotion from among officers who:**
  - (i) reckon at least two years' service in a substantive capacity in the grade of Principal Inspector (Health and Food Safety);**
  - (ii) possess organising, supervisory and good communication skills; and**
  - (iii) are able to lead a team of officers;**
- (b) The Chief Inspector (Health and Food Safety), RRA, would:**
  - (i) be responsible for the proper administration;**
  - (ii) Supervise the work and activities of the Health Inspectorate;**
  - (iii) organise and supervise environmental health and food inspection;**
  - (iv) advise on the preparation of' public health and food legislation;**
  - (v) assist in the formulation of health and food hygiene policies;**
  - (vi) participate in health education programmes; and**
  - (vii) attend to problems of major importance regarding public health and hygiene including food and food hygiene.**

## **Paramedical Services**

The Paramedical Services are delivered by officers in the following:

- I. Pharmacy cadre;
- II. Physiotherapy cadre;
- III. Medical Laboratory Technologist cadre;
- IV. Medical Imaging Technologist cadre;
- V. Dental Assistant cadre;
- VI. Medical / Health Records cadre;
- VII. Blood Bank cadre;
- VIII. Health Care Assistant; and
- IX. Other grades like Laboratory Assistant and Laboratory Auxiliary.

## **Pharmacy Department**

### ***Head, Pharmacy Technician Cadre, RRA - New Grade***

Within the Pharmacy, there is besides the professional grade of Pharmacist / Senior Pharmacist, other grades like the:

- (a) Trainee Pharmacy Technicians;
- (b) Pharmacy Technicians;
- (c) Senior Pharmacy Technicians;
- (d) Pharmacy Stores Manager and
- (e) Principal Pharmacy Technician.

With the upgrading of the Area Health Centres at La Ferme and Mont Lubin, dangerous drugs are also kept and dispensed thereat. Accordingly, the only Pharmacy Stores Manager and the only Principal Pharmacy Technician in post have been redeployed to the two Area Health Centres as there have been representations made to the Ombudsman to the effect that appropriate level of staff authorised to handle dangerous drugs should be posted there.

It is therefore considered that there is need to have a grade to:

- (a) be in charge of the Pharmacy Technicians and their activities including work arrangements, roster, management of leaves and replacements etc;
- (b) handle dangerous drugs at Queen Elizabeth Hospital;
- (c) to co-ordinate and ensure the smooth distribution of medicines and other pharmaceuticals and dispensing of drugs in the different community health centres and the prisons services.

## PROPOSAL

**Accordingly, it is proposed that:**

- (a) a new grade of Head, Pharmacy Technician Cadre, RRA be created on the establishment of the RRA. Appointment thereto should be by promotion, on the basis of experience and merit of officers in the grade of Principal Pharmacy Technician who reckon at least three years' service in a substantive capacity in the grade and who possess good leadership, managerial and organisational, interpersonal and communication skills and have sound knowledge of pharmacy and related legislations.**
- (b) The Head, Pharmacy Technician Cadre, RRA would be responsible for the proper:**
  - (i) administration, organisation, supervision and coordination of the work of all staff in pharmacies;**
  - (ii) organisation and supervision of training programmes for subordinates; and**
  - (iii) coordination of all work of staff for the smooth running of the pharmacy services and ensure that all pharmacies are provided with proper equipment and infrastructure.**

### **MEDICAL IMAGING UNIT (X-RAY)**

The Medical Imaging Unit has two cadres namely, the Medical Imaging Technologist cadre and the Medical Imaging Assistant cadre.

Presently, the Medical Imaging Unit comprises the following grades:

- (a) Senior Medical Imaging Technologist;**
- (b) Medical Imaging Technologists;**
- (c) Trainee Medical Imaging Technologists;**
- (d) Senior Medical Imaging Assistant; and**
- (e) Medical Imaging Assistants.**

It is considered that there is need for a grade to supervise the work of officers both cadres and to be responsible for the effective and efficient running of the Unit.

## PROPOSAL

**Accordingly, it is proposed that:**

- (a) a new grade of Principal Medical Imaging Technologist be created on the establishment of the Commission. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Medical Imaging Technologist who reckon at least four years' service in a substantive capacity in the grade and who have planning and organising abilities; and a strong personality and leadership skills; and**
- (b) The Principal Medical Imaging Technologist would be responsible to the head of the hospital for the effective and efficient running of the Unit including the annexed health institutions where medical imaging services are provided. Incumbent would, among others be required to:**
  - (i) take charge of the X-Ray Units of the main hospital;**
  - (ii) perform radiation protection duties;**
  - (iii) keep records of leave for officers under his responsibility;**
  - (iv) prepare and submit lists of annual requirements of X-Ray films, drugs, chemicals and other supplies for the X-Ray Units of the main hospital and the annexed health institutions, within the budgetary limits to Procurement and Supply section;**
  - (v) ensure the proper maintenance of equipment and plants;**
  - (vi) Ensure that safety precautions and daily radiation protection measures are taken in accordance with the Radiation Protection Act in the X-Ray Units of the main hospital and the annexed health institutions;**
  - (vii) Take charge of the main X-Ray store and to ensure proper storage of exposed films and disposal of used chemical solutions;**
  - (viii) Prepare and implement the duty roster for subordinate staff to provide a 24-hour coverage;**
  - (ix) Coordinate and supervise the work of subordinate staff and students.**

## MEDICAL LABORATORY

A new fully equipped mini medical laboratory has been constructed at Zita Jean-Louis Area Health Centre. At present, the laboratory is manned by six Medical Laboratory Technologist/Senior Medical Laboratory Technologists. It is considered that there is need to strengthen the establishment size and to create a grade of Principal Medical Laboratory Technologist to be in charge of the laboratory.

## PROPOSAL

**Accordingly, it is proposed that:**

- a) **A new grade of Principal Medical Laboratory Technologist be created on the establishment of the RRA. Appointment there should be made by promotion on the basis of experience and merit of officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist who reckon at least four years' service in a substantive capacity in the grade; and**
- b) **The Principal Medical Laboratory Technologist would be in charge of the laboratory and would, among others, be responsible for:**
  - (i) **the day to day running of the Medical laboratory;**
  - (ii) **performing pathological tests;**
  - (iii) **supervising work of junior staff;**
  - (iv) **introducing approved new tests and methods;**
  - (v) **preparing roster of work for staff posted to the Laboratory; and**
  - (vi) **submitting returns on work performed, as required.**

## **SPECIAL NEEDS**

At present, there are two Special Needs that are considered of utmost importance that should be addressed for the benefit of the Rodriguan population especially those who have not been bestowed with abilities like normal people. Accordingly, it is envisaged to introduce the long overdue facilities to help those people with the deficiencies to integrate the mainstream of the society to give them equal opportunities. It is considered imperative to address those needs since the very childhood to avoid any imbalance in the educational, social and especially moral and psychological sides of an individual.

## PROPOSAL

**It is therefore proposed that:**

- (a) **A new grade of Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist be created on the establishment of the Commission for Health to deal, among others, with individuals including children with speech and audiology difficulties. Incumbent would be required to work in collaboration with the Education Sector as well; and**
- (b) **Appointment to the grade of Speech Therapist and Audiologist/ Senior Speech Therapist and Audiologist should be made by selection from among candidates possessing a degree in Speech Therapy and Audiology or Speech and Hearing Science from a recognised institution or equivalent qualification acceptable to the Public Service Commission;**



- (c) ***A new grade of Occupational Therapist be created on the establishment of the Commission for Health to deal with individuals including children requiring the services of an Occupational Therapist to help them integrate the mainstream and increase their opportunities for employability. Incumbent would be required to work in collaboration with the Education Sector as well; and***
- (d) ***Appointment to the grade of Occupational Therapist should be made by selection from among candidates possessing a degree in occupational therapy from a recognised institution or equivalent qualification acceptable to the Public Service Commission.***

#### **Blood Bank Assistant (New Grade)**

The Blood Bank is presently manned by the grade of Blood Bank Officer only. In view of the expansion of the Blood Bank at QEH, Mont Lubin and La Ferme AHCs, and for platelets donation through Apheresis procedure, it is considered that there is need for the creation of a new grade to assist the Blood Bank Officer in his duties with a view to improve the services of the Blood Bank.

#### **PROPOSAL**

***Accordingly, it is proposed that a new grade of Blood Bank Assistant/Senior Blood Bank Assistant be created on the establishment of the RRA. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with passes in Biology or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language, Biology and any other science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language, Biology and any other science subject with at least Grade C in any one subject or an equivalent qualification acceptable by the Public Service Commission.***

#### **OTHER SUPPORT AND LAY ADMINISTRATION**

##### **Health Services Administrator (New Grade)**

The Health Services in Rodrigues have, besides the main hospital and the two Area Health Centres at Mont Lubin and La Ferme, under its ambit, several support services which are essential in the provision of services and facilities relating to health.

##### **Hospital Executive Assistant (on roster) (New Grade)**

Presently, the Hospital Administration cadre comprises only one personnel in each of the two grades of Hospital Administrator and one post of Hospital Administrative

Assistant. While the former has the overall responsibility of the whole hospital administration, the latter supports the former in the overall discharge of his duties with particular emphasis on ensuring that inventory for stock and equipment as well as maintenance of equipment are timely done in all the units/ sections.

Despite the fact that health services in Rodrigues has been expanding considerably, the staffing structure with respect to hospital administration has not evolved proportionately. For instance, there exist on the establishment of the Ministry of Health and Wellness one grade of Hospital Executive Assistant who is required to work on roster to cater, among others, for preparation of roster, attendance, replacement of absentees and supervision of the work of employees of the workmen's group, in the hospital like Attendant (Hospital Services) (on shift) etc. However, the grade does not exist on the establishment of the RRA and presently the duties of the grade are being undertaken by the Hospital Administrative Assistant. Consequently, he is unable to do justice to both portfolios and the services suffer at the expense of the Rodriguan population.

Furthermore, with the upgrading of La Ferme and Mont Lubin Area Health Centres to the status of hospitals it is considered that there is need for a grade to take care of:

- (a) planning the needs for the main hospital as well as the annexes in respect of buildings, plant and equipment;
- (b) commissioning of the infrastructure and equipment on time;
- (c) properly equipping and staffing of the hospital, the annexed institutions and the support services; and
- (d) ensuring that optimum use is made of human and material resources,

In light of the above and with the upgrading of La Ferme Area Health Centre and the Mont Lubin Area Health Centres, it is considered imperative to review the structure.

## **PROPOSAL**

***Accordingly, it is proposed that:***

- A. A new grade of Health Services Administrator be created on the establishment of the RRA. Appointment thereto be made by promotion on the basis of experience and merit of officers in the grade of Hospital Administrator who reckon at least five years' service in a substantive capacity in the grade and who possess good organising and leadership skills;***

**The Health Services Administrator would be responsible to the Health Director and would, among others ensure the effective delivery of support services, such as:**

- (i) The catering services;**
- (ii) Domestic and allied services;**
- (iii) Linen and laundry services;**
- (iv) Utility services including transport, telephone, water supply, electricity and waste disposal; and**
- (v) The services provided by the Central Sterile supply Department.**

**The incumbent would also be required to assisting:**

- (i) Planning the needs for the hospital and the annexes in respect of buildings, plant and equipment and to ensure their commissioning on time;**
- (ii) Ensuring that regulations relating to finance, procurement and supply and human resources at the hospital level, are well interpreted and complied with.**

- B. A new grade of Hospital Executive Assistant (on roster) be created on the establishment of the RRA. Appointment thereto should be made by selection from among serving officers drawing salary in a scale the maximum of which is not less than Rs 27,850 monthly in their substantive appointment and who possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission;**

**Candidates not possessing a credit in English Language at the Cambridge School Certificate may also be considered provided they possess passes in at least two subjects at "Principal level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate examinations.**

**Working experience in a hospital environment in the Public Service would be desirable**

## **CATERING UNIT**

### **Senior Cook (New Grade)**

At present, there are 12 cooks on the establishment of the Commission for Health. With the upgrading of La Ferme and Mont Lubin Area Health Centres to the status of hospitals along with the decentralisation of services the number of cooks will have to increase. It is therefore considered that there should be a new grade of Senior Cook to be responsible for the organisation of the work and on the job training of Cooks in the kitchen with a view to improve on the quality of meals being provided to patients and staff in hospitals.

### **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) The existing grade of Head Catering Unit be restyled Assistant Catering Officer as it exists on the establishment of the Ministry of Health and Wellness;**
- (b) A new grade of Catering Officer be created on the establishment of the RRA. Appointment thereto should be made by promotion of officers in the grade of Assistant Catering Officer who reckon at least five years' service in a substantive capacity in the grade;**
- (c) The Catering Officer would be responsible to the head of the hospital through the Hospital Administrator for:
 
  - (i) organising and controlling the day-to-day work of the catering services;**
  - (ii) ordering, receiving and distributing provisions and food;**
  - (iii) maintaining a high level of cleanliness and hygiene in the preparation and handling of food in the kitchen;**
  - (iv) planning the menu and exercising control on the quality and cost of food prepared and its service to patients and staff; and**
  - (v) submitting reports/statistics as and when required.****
- (d) a new grade of Senior Cook be created on the establishment of the RRA. Appointment thereto should be by promotion, on the basis of experience and merit, of officers in the grade of Cook (Roster) with at least five years' service in a substantive capacity in the grade; and**
- (e) The Senior Cook would be responsible for:**

- (i) organising and controlling the day-to-day work of the cooks;**
- (ii) ensuring care and cleanliness of all catering equipment and utensils;**
- (iii) maintaining a high standard of hygiene in the kitchen and its immediate surroundings;**
- (iv) receiving and delivering foodstuff and provisions handed over by the officers of the Catering /Stores Section;**
- (v) assisting in the training of Cooks (on roster); and**
- (vi) performing the duties of Cook (on roster) in a senior capacity.**

### **Central Sterile Supply Unit (CSSU) and Linen (New Unit)**

At present, there are no Central Sterile Supply Unit (CSSU) in Rodrigues as it exists on the establishment of the Ministry of Health and Wellness. Accordingly, the duties relating to sterilisation of consumables are being carried out by officers of the midwifery cadre. Consequently, they are unable to do justice to both portfolios and the services suffer at the expense of the Rodriguan Health services and the population at large. Since the requirement of the main hospital along with the annexed institutions has become significant in terms of sterilised consumables, it is considered necessary to have a proper Central Sterile Supply Unit (CSSU) with appropriate structure. This is new grade needs to be created under the establishment of the Rodrigues Health Services. The main issue is that actually it is the Senior Attendant posted in respective department who performs sterilisation of tools, equipment and consumables such as gauze for their respective department only.

### **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) A new grade of CSSU Assistant be created on the establishment of the RRA;**
  - (i) Appointment thereto be made by selection from among candidates who have passed the Primary School Leaving Certificate.**
  - (ii) Selected candidates would be required to undergo six months on the job training.**

**The CSSU Assistant will be responsible to the Hospital Administrator through the Hospital Administrative Assistant for sorting, cleansing, checking, packing and sterilising of consumables before distributing sterilised supplies. Incumbent will be required to:**

- (i) Receive tools and equipment for sterilization.**
- (ii) Prepare tools, equipment and consumables for sterilization.**
- (iii) Stock take consumables before sterilization such as gauze.**
- (iv) Stock entry and inventory of non-sterile and sterile items.**
- (v) Sterilise tools, equipment and consumables in steam and/or dry sterilizer.**
  
- (vi) Clean and maintain the sterilizer and room.**
- (vii) Packing of sterile items for dispatch to different unit and health institutions.**
- (viii) Issue sterile items.**

### **Biomedical Engineer – New Grade**

At present, there is only one Biomedical Engineering Technician (formerly Bio medical Technician) in post and he is often called upon to perform duties of a higher nature for which he is not qualified. It is considered, in light of the number of HI-TEC equipment available and being made available to the RRA, there is need to have a qualified professional who would be responsible for the good functioning of all biomedical equipment and advising Management thereon.

### **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) a new grade of Biomedical Engineer be created on the establishment of the RRA.**  
**Appointment thereto be made by selection from among candidates who:**
  - (i) are registered as Professional Engineer in the field of Biomedical Engineering or Electrical and Electronic Engineering with the Council of Registered Professional Engineers of Mauritius under Section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, as subsequently amended;**
  - (ii) have a working knowledge of the electric and electronic infrastructure as applied to hospitals and other health institutions; and**
  - (iii) are well versed in the operation and troubleshooting of computer**

*systems as applied to biomedical equipment including computer hardware, system software, application software and computer networking;*

- (b) Incumbent would be responsible for:*
- (i) organising and managing the biomedical engineering unit;*
  - (ii) installing, commissioning, maintaining and repairing all biomedical equipment, which include all equipment used in the diagnostics, treatment, life savings/life support, therapeutic and the physiological monitoring of patients;*
  - (iii) advising on matters relating to electrical and electronic engineering;*
  - (iv) working out schedules and organising regular preventive maintenance for all biomedical equipment and carrying out regular checks to ensure compliance with safety norms;*
  - (v) tendering advice on the purchase of equipment and advising on the formulation of specifications and on policy for equipment replacement.*

### **Orthopaedic Appliance Maker (Leather) – New Grade**

Presently, a team from Mauritius proceed to Rodrigues, on a periodical basis, to perform the activities related to Orthopaedic Appliances. However in view of the increasing demand for orthopaedic appliances and other items manufactured by such a department, it is considered that there is need for appropriate staffing for the purpose.

#### **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) A grade of Orthopaedic Appliance Maker (leather) be created on the establishment of the RRA. Appointment thereto should be made by selection from among employees in the grade of Seamstress who have passed the appropriate trade test; and*
- (b) The Orthopedic Appliance Maker would be responsible for cutting, sewing and mending all hospital items such as gowns, shirts, trousers, caps, masks, leggings, overcoats, aprons, trolley covers, curtains and mosquito nets; cutting and sewing Orthopedic appliances consisting of sacral belts, pelvic belts, straps for any orthosis or prosthesis for inpatients and outpatients; and sewing leather straps for the leather section.*

### **Senior Health Laboratory Auxiliary – New Grade**

At present there are four Health Laboratory Auxiliaries working in the Medical Health Laboratory. It is, therefore, considered that there is need to have a senior position to supervise and coordinate their work.

#### **PROPOSAL**

##### ***Accordingly, it is proposed that:***

- (a) A new grade of Senior Health Laboratory Auxiliary be created on the establishment of the RRA. Appointment thereto should be made by promotion on the basis of experience and merit of Health Laboratory Auxiliaries who reckon at least 10 years' service in a substantive capacity in the grade.
- (b) The Senior Health Laboratory Auxiliary would be responsible to the Medical Laboratory Technologist/Senior Medical Laboratory Technologist for the organisation of the work, supervision, control and training of junior staff; perform duties of Health Laboratory Auxiliary, as and when required; and perform other duties related to the post.

**We propose that the Rodrigues Regional Assembly should make the necessary arrangement to provide, to the extent possible, all officers of the health sector with a Conducive working environment as is recommended by the Bureau in Mauritius.**

**We propose that the Rodrigues Regional Assembly should, on an on-going basis, accord priority to the training of health sector cadres.**

**We propose the payment of an annual allowance of Rs 13500 to members of the medical profession, appointed in a substantive capacity, for the purchase of medical books, e- materials, journals and other publications.**

**We propose that the Rodrigues Regional Assembly makes the necessary arrangement to provide every officer of the medical and dental professions, appointed in a substantive capacity, with a smart phone.**

**We propose that all members of the medical profession on the permanent and pensionable establishment of the Rodrigues Regional Assembly;**

**(i) paid a maximum allowance of Rs 11550 annually and be cumulative over a period of maximum three years to meet the expenses towards their professional development on presentation of documentary evidence; and**



(ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of service, to enable them to take advantage of Continuing Professional Development Programmes either locally or abroad.

However, such special leave may be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.

We propose that the all-inclusive allowance paid to Doctors who are required to provide their services from 0900 hours to 1600 hours the following day in health institutions where they are not provided with meals and/or where such facilities are not available be revised to Rs 390 for that specified number of hours.

We propose that officers of the Medical and Dental professions should continue to be granted rent free telephone and free calls or equivalent for mobile phones.

We propose that, the grade of Pharmacist/Senior Pharmacist who is required to work

beyond his normal working hours up to 2200 hours on weekdays and Saturdays should be compensated at the normal hourly rate at the salary point reached, for the additional hours put in.

We additionally propose the payment of an On-Call Allowance of Rs 395 to one Pharmacist/Senior Pharmacist of each hospital who is required to be on-call on weekdays and Saturdays from 2200 hours to 0900 hours the following day and Rs 860 for being on call on Sundays and public holidays from 0900 hours to 0900 hours the following day.

We also propose that, when attending duty while on call, the Pharmacist/Senior Pharmacist should be paid an In-Attendance Allowance of Rs 290 per hour, inclusive of travelling time. (at revised quantum)

We propose that an allowance of Rs 500 be paid to officers of the Pharmacist cadre for each inspection carried out in private pharmacies, outside office hours and which may involve submission of a report and/or legal proceedings or for each visit carried out at the parcel post office, airport and seaport.

**Pharmacy Technician and Senior Pharmacy**

Technician who are required to work after normal working hours at the Area Health Centres and Community Health Centres should continue to be remunerated on the terms and conditions prevailing.

We propose that the seniormost Senior Pharmacy Technician who is called upon to take charge of the pharmacy and shoulder higher responsibilities after normal working hours, in the absence of a Principal Pharmacy Technician and Pharmacist/Senior Pharmacist, should be paid a monthly allowance equivalent to one increment at the salary point reached in the salary scale, subject to the top of the scale.

We propose the payment of an allowance of Rs 145 per night/Sunday/public holiday and Rs 75 for Saturday from 1200 hours to 1800 hours to Charge Nurses and Nursing Officers posted to the Accident and Emergency Department, ICU, Cardiac Wards and SAMU who are required to perform the duties of ECG Technician at nights, on Saturdays, Sundays and public holidays (at revised quantum)

We also propose the payment of an allowance of Rs 145 per day/Sunday/public holiday and Rs 50 per night to Charge Nurses, Nursing Officers and Health Care Attendant/Senior Health Care Attendants (General) formerly Health Care Assistants (General) posted to the Area Health Centres/Community Health Centres/Medi clinics who are required to perform the duties of ECG Technician during the day, at night, on Sundays and public holidays. (at revised quantum)

We propose that officers posted to the AIDS Unit who are required to answer calls and provide service information on the hotline be paid an allinclusive allowance of Rs 620 for 53 hours. (at revised quantum)

We additionally propose that the allowance should be paid on a *pro-rata* basis whenever the officer is required to work for more or less than the specified number of hours.

We additionally propose the payment of an On-Call Allowance of Rs 240 to one Nursing Officer or one Charge Nurse posted to the Renal Dialysis Unit of each regional hospital who is required to be On-Call on weekdays and Saturdays from 2100 hours to 0900 hours the following day and Rs 685 for being On Call on Sundays or public holidays from 0700 hours to 0700 hours the following day. (at revised quantum)

We also propose that, when attending duty while being On-Call, the Nursing Officer or Charge Nurse should be paid an in-attendance allowance of Rs 275 per hour, inclusive of travelling time. (at revised quantum)

We further propose that the allowance should be paid on a *pro-rata* basis whenever the officer is required to work more than or less than the specified number of hours.

We propose that officers in the grades of Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift) who are required to work beyond normal working hours on weekdays, Saturdays, Sundays and public holidays should be compensated at the normal hourly rate at the salary point reached in the respective salary scale for the additional hours put in.

We propose that Health Records Clerk and Higher Health Records Clerk *formerly Health Records Clerk/Higher Health Records Clerk* who effectively work on a night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period. (at revised quantum).

We propose that any recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly.

## **RODRIGUES FIRE AND RESCUE SERVICE**

The mission of the Fire and Rescue Service is to protect life, property and environment against fire and also provide support in rescue operations during natural calamities and major accidents.

The scope of the Fire and Rescue services has now broadened to meet the challenges which have emerged as a result of climatic change as well as to meet obligations under international conventions which have been incorporated in the National Disaster Risk Reduction Management Act- 2016. It should be noted that Fire and Rescue Services is an active component of the Rodrigues Disaster Risk Reduction Centre.

To meet the above challenges, a Fire and Rescue Services/ Disaster Risk Management Centre at Mont Plaisir and the construction works are due to be completed in the near future.

Consequently, there will be two Fire and Rescue Services stations, the existing one at Port Mathurin and the new one at Mont Plaisir. The Head Quarters of the Fire Fighting, Rescue and Fire Prevention division will shift to Mont Plaisir.

With the coming into force of the Mauritius Fire and Rescue Service Act 2013 and (Fire Safety Plan and Fire Certificate) Regulation 2018 – GN 134 of 2018, the work load of the Officer in Charge has increased considerably. Furthermore, a new Fire Station will be operational soon which will further broaden the areas of responsibility of the Officer in Charge. Despite the tininess of the Island, the Officer in Charge Fire and Rescue Service has similar responsibilities as the Chief Fire Officer of the Mauritius Fire and Rescue Service in the sense that the risks faced are similar where important decisions need to be taken. Also, in Mauritius, there is a Fire Department in the harbour whereas, in Rodrigues this is under the responsibility of the Fire and Rescue Service.

Compared to a Deputy Fire and Rescue of the Mauritius Fire and Rescue Service, the Officer in Charge has more responsibilities. The former is responsible for well-defined area scope of work whereas the latter has overall responsibilities for all matters pertaining to the smooth running of the Fire and Rescue Service.

### **PROPOSAL**

***Accordingly, it is proposed that the salary of the Officer-in-Charge, Fire and Rescue Service should, in the existing pay structure, be at least equivalent to the salary attached to the post of Deputy Chief Fire Officer, on the establishment of the Mauritius Fire and Rescue Service***

## **JUDICIAL SERVICES**

The Court of Rodrigues exercises jurisdictions at the levels of the District Court, the Intermediate Court and at Supreme Court level, deals with Chambers Cases, Matrimonial Cases and Civil Cases.

At present, officers of the Judiciary as well as officers of the Court Officer cadre and Court Usher cadre, who are required to work beyond normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays, are paid a monthly allowance

**We propose that officers of the Judiciary as well as officers of the Court Officer cadre and Court Usher cadre, who are required to work beyond normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays, should continue to be paid allowances at the initially set quantum (as will be prescribed by the Bureau) for the respective grades.**

We also propose the following allowances to be applicable in Rodrigues

- (i) **Black Jacket Allowance**
- (ii) **Witness Attendance Allowance**

### **Additional Compensation to Officers of the Court Usher Cadre**

**1. We propose that the additional compensation paid to officers of the Court Usher cadre who use their cars to perform official travelling be aligned**

**2. We propose that officers of the Court Usher cadre who are required to put in extra hours in connection with the serving of court papers and execution of court orders beyond normal working hours should continue to be paid the allowance as per the initially set quantum for the respective grades.**

- 1. We propose that the Judiciary considers the advisability of determining a monthly commuted travelling allowance,**

### **Principal Court Officer- new grade**

We propose the creation of a new grade of Principal Court Officer. Appointment thereto should be made by selection from among candidates in the grade of Senior Court Officer having three years' service in a substantive capacity in the grade and possessing a Diploma in Legal studies with Court Administration. Candidates should also have good organising and supervisory skills.

The Principal Court Officer would, among others, be required to assist the Chief Court Officer/ Court Manager in the discharge of his duties; to receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants; act as Registrar in civil and criminal cases; prepare cause Lists and daily rolls; supervise and train junior staff; ensure the proper handling and safeguarding of

evidence and file management and keep control of exhibits produced in court and prepare documents on court procedures for information of the general public.

**We propose the creation of the grade of Senior Court Usher to supervise and coordinate the work of Court Usher.**

## **METEOROLOGICAL SERVICES**

**It is worth noting that the PRB 2016 stated:**

**Management and Staff Associations have made submissions to the effect that the grade of Meteorological Observer be restyled Meteorological Technician given that the training provided to incumbents in the grades of Meteorological Observer and Meteorological Technician is the same and nature of work performed are also similar. However, we have been apprised that the Meteorological Station in Rodrigues is primarily an observation station, mainly concerned with the collection of data, which in turn are interpreted by Meteorological Technicians in Mauritius owing to the unavailability of the relevant software in the RRA.**

**In the event the services of a Principal Meteorological Technician would no longer be required at the RRA following technological improvements, the creation of a proper Meteorological Technician cadre may be envisaged. We are, therefore, in this Report maintaining the present organisation structure.**

We feel that it is due time that the RRA considers the purchase of necessary software and technical upgrading of the station of Pointe Canon.

**We propose the creation of a proper Meteorological Technician Cadre OR the grade of Meteorological Observer be restyled Meteorological Technician.**

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

The Commission for Youth and Sports Arts and Culture, Library Services, Museum, Archives and Historical Sites and Buildings has under its umbrella the responsibility for the following:

- (a) Youth and Sports Department (Youth and Sports Divisions);
- (b) Arts and Culture Department;
- (c) Library Services Department; and
- (d) Museum, Archives and Historical Sites and Buildings Department

The Commission has for mission the following:

- (i) to create an enabling environment for the empowerment of Youth;
- (ii) to promote mass and elite sports at the Local, Regional, National and International Level;
- (iii) to promote a reading culture among the Rodriguan population; and
- (iv) to promote the development of a creative and cultural economy and foster the Preservation of History and Heritage.

The Commission has set its strategic direction for the period ending as follows:

- Provide high quality youth infrastructure/structures and plans to meet the increasing needs and aspiration of youth.
- Inculcate a culture of sports in the daily life of all Rodriguans.
- Improve the Library infrastructure and acquisition of quality and up-to-date reading materials in order to provide a conducive environment to learning and/or reading.
- Inculcate a culture of excellence in Arts and Culture.
- Safeguard Rodrigues cultural identity, history and heritage.

## **DEPARTMENT OF YOUTH AND SPORTS**

### **YOUTH DIVISION**

The Youth Division encompasses youth empowerment and youth recreational and community based programmes. It is responsible to ensure an enabling environment for the empowerment, general welfare and the overall well-being of Youth.

The missions of the Youth Division are:

- (a) to promote the active participation of young people of Rodrigues in the social, economic, and cultural development of Rodrigues;
- (b) to be a driver (catalyser) and facilitator for the development of effective and efficient youth-oriented programmes/activities for a healthy, educated and well-trained youth population, through tailor-made courses, recreational activities, community programmes and appropriate materials/media; and
- (c) to improve employment opportunities for youths through training, support services and improved policies. Further, a culture of entrepreneurship among the young generation, which is a sustainable tool to fight unemployment, is being encouraged.

**The objectives of the Youth Division are, among others:**

- (a) to provide and organise innovative programmes and activities for in-and-out-school youths of Rodrigues;
- (b) to equip the young people with the necessary knowledge, skills, values and attitudes to play their roles as responsible citizens and to deepen and widen the levels of participation of Rodriguan youths in decision-making with local and national development;
- (c) to provide adequate infrastructure and facilities for the practice of youth and leisure activities;
- (d) to assist the Rodrigues Regional Youth Council, youth groups/organisations of Rodrigues in the planning, programming and implementation of their activities and self-help projects;
- (e) to provide training opportunities and facilities for youth leadership and management, and entrepreneurship;
- (f) to strengthen youth structures for the establishment and development of youth clubs/organisations;



- (g) to consolidate and expand the Duke of Edinburgh's Award (DOFE) programmes; and
- (h) to promote the entrepreneurial culture among the youths through the programme "Entrepreneuriat Jeunesse" / "Jeunes Entreprises" and "Fond Insertion Jeunes".

Presently, the Youth Division comprises the following grades:

- (i) Head, Youth Services;
- (ii) Principal Youth Officer;
- (iii) Senior Youth Officers;
- (iv) Youth Officers;
- (v) Organising Officer (Youth Counselling Centre); and
- (vi) Youth Centre Attendants (on roster).

### **Adolescent Health and Youth Counselling Centre**

The Adolescent Health and Youth Counselling centre which falls under the aegis of the Commission for Youth, is the implementing body of the Population and Family Life Education programme for young people in Rodrigues. In this endeavour, it has the financial and technical support of the United Nations Population Fund (UNFPA). The Programme embraces both Family-Life Education and counselling. The objectives of the Programmes are to enable young people to plan their lives in a more realistic and responsible way and the programme includes the following components:

- Life Skills development;
- Training of peer educators and counsellors;
- Peer counselling and support; and
- Dissemination of information on reproductive health and HIV/AIDS.

In essence, the Youth Counselling Centre aims:

- (i) to promote the health and well-being of young people in Rodrigues with emphasis on the physical, psychological, social, emotional and environmental factors affecting their health and supporting young people's growth towards independence and active participation;
- (ii) to provide counselling to young people in Sexual Reproductive Health areas such as drug or alcohol problems, teenage pregnancy and HIV/AIDS;
- (iii) to develop mass sensitisation campaign on issues that interest the youth and also to fight against social scourges like drug, alcohol abuse, teenage

pregnancy and HIV/AIDS; and

- (iv) to provide training opportunities and facilities for youths and teenagers in sexual and reproductive health areas.

The activities are implemented at the youth counselling centre, six youth centres, eight secondary schools and vocational training institutions such as MITD and five "ateliers de savoirs".

### **SENIOR ORGANISING OFFICER (YOUTH COUNSELLING CENTRE) (NEW GRADE)**

Since the creation of the Adolescent Health and Youth Counselling Centre in 1995, under the UNFPA financial assistance, the Centre has always catered for the sexual reproductive health (SRH) needs of the teenagers and youths of the whole of Rodrigues with only one Organising Officer. The Organising Officer organises and implements outreach and peer education programmes and counselling services including the prevention of substance abuse and Sexually Transmitted Infections (STIs) and HIV/AIDS.

However, available data show that there is a constant rise among the youth population concerning Sexually Transmitted Infections including HIV/AIDS and also unwanted teenage pregnancies, and thus, it is considered imperative and critical that the staff of the centre should be reinforced so that catering to the needs of the youths in Rodrigues become a priority on all fronts.

The centre has also played a critical role in promoting the integration of Sexual and Reproductive Health education in secondary institutions. With the powerful support of the United Nation Population Fund (UNFPA), informed advocacy has been influential in shaping local government legislation on Sexual and Reproductive Health, particularly in relation to teenage pregnancy and HIV and AIDS.

The Adolescent Health and Youth Counselling centre also works with a large number of non-governmental organizations (NGOs) including the Rodrigues Council of Social Service, the CRAC anti-drug group, Action Familiale and Mauritius Family Planning and Welfare Association.

Functional benchmarking of the grade of the Organising Officer (Youth Counselling Centre) in the Youth division of the Rodrigues Regional Assembly with comparable cadre/hierarchy in the **[Ministry of Social Security, National Solidarity and Reforms Institutions]** in Mauritius has shown that the two grades are more or less in alignment, except that the latter cadre peaks with a grade of Senior Organising Officer, Recreation Centre.

In the light of the foregoing and given the increase in number of youth encountering social problems such as teenage pregnancy, substance abuse and HIV/AIDS, etc, it is considered that the creation of a grade of Senior Organising Officer (Youth Counselling Centre) is warranted in order to provide efficient and adequate counselling services to the increasing number of youths requiring same, for the professional management of the Youth Counselling centre and to implement activities to be carried out under the new Matching Fund Project between the UNFPA and the Rodrigues Regional Assembly.

## **PROPOSAL**

***Accordingly, it is proposed that a new grade of Senior Organising Officer (Youth Counselling Centre) be created on the establishment of the Commission. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Organising Officer (Youth Counselling Centre), who:***

- (a) reckon at least three years' service in a substantive capacity in the grade; and***
- (b) possess good organising, communication and interpersonal skills.***

## **SPORTS DIVISION**

The Sports Division is responsible for the formulation and administration of policies, projects and programmes relating to sports in Rodrigues. Its mission is to promote the development of mass and elite sports on local, national and international level.

The objectives of the Sports Division are:

- (a)** to promote the development of physical and moral qualities as backbone of sports;
- (b)** to educate the youth and the sport population and to promote a spirit of best mutual understanding and friendship in view of promoting peace and harmony in Rodrigues;
- (c)** to vehicle the principle "sports is clean and free of drug";
- (d)** to sell sports as a good product, thus giving it a good image at national and international level;
- (e)** to ensure the empowerment of leaders and trainers in sports so that they can deliver to their best for the benefit of the athletes;
- (f)** to provide adequate decent and safe infrastructure for the practice of sports in Rodrigues;

- (g) to make the practice of sports a university of life; and
- (h) to act as a facilitator to sports organizations recognized by the Commission.

The main functions and responsibilities of the Division are:

- (a) to plan and organise major events, across selected sports activities in collaboration with Regional Sport;
- (b) to coordinate the organisation of sport activities by Regional Committees;
- (c) to develop and manage sport Training centres at the grass root level;
- (d) to implement policies, programmes and projects relating to the development and promotion of sports in Rodrigues;
- (e) to develop and implement schemes and competitions for the promotion of high level and mass sports;
- (f) to liaise with the Ministry of Youth and Sports regarding policies, projects and programmes extended to Rodrigues, particularly, Indian Ocean Island Games, development of training centres amongst others;
- (g) to design and mount staff development programmes for officers of the technical cadre;
- (h) to ensure the implementation of National Legislations in the field of Sports especially the Sports Act 2016;
- (i) to ensure the daily management and maintenance of around 65 sport infrastructures;
- (j) to design and implement training programmes for athletes ,animators, coaches and officers of the sports cadre;
- (k) to develop special training and capacity programmes for sport organisations; and
- (l) to plan and advise on the development of major sports infrastructures.

Presently, the Sports Division comprises the following grades:

- (a) **Head of Sports;**
- (b) **Sports Officer;**
- (c) **Senior Coach;**
- (d) **Coaches; and**
- (e) **Technician (Youth and Sports).**

The 'Sports pour tous' Unit of the Division which was created since 2013, is presently being manned by the Head of Sports.

Furthermore, in line with the policy of the RRA to enhance the development of high level sports, a Sports Medical Unit has been set up at Malabar in 2017 with a view to ensuring the medical follow up, re-education and treatment of injuries of athletes. At present, the centre is being administered by one Nursing Officer (posted from the Commission for Health) having experience in management of sports injuries.

In light of the above and in view of the number of programmes, activities and infrastructures that must be managed by the division and that the activities of the division are not so well organised, it is considered that, the Sports Division needs reform in terms of staff strength which is largely inadequate and reorganisation of the activities.

## **PROPOSAL**

***Accordingly, it is proposed that the activities, functions and responsibilities of the Sports Division be reorganised into six distinct units as follows:***

***Training and Capacity Building Unit***– The unit would cater for the planning, organization and implementation of all training programmes of the division including general training which should aim at capacity building of all the staff of the division and of all stakeholders working with the Commission for the implementation of the different policies and activities, especially the Regional Sports Committees and animators working on sessional basis.

***Sports Pour Tous Unit***– The unit should be strengthened with a Sports Officer at the head to be in charge of planning and monitoring of different programmes. The programmes promoting the practice of physical activities for all citizens in view of maintaining good health and to do away with other social evils such as drugs and alcoholism, should be extended and widespread, to reach more people and including more regular practical sessions with a view to keep people active.

***Grassroot and Development Unit*** – The unit would provide for a more focused approach as far as grass root sports activities are concerned. All programmes and centre of sport training schools which involve children aged up to 15 years should be planned, monitored and implemented by this unit.

***Sports Medical Unit*** – The unit would have a central role in the follow-up of the general health of athletes and specific medical and nutrition issues including antidoping management;

***High Level Sports Unit*** – The unit would cater for athletes aged above 15 years who normally train in specialized training centres run by the Commission for Sports and/or in collaboration with the respective Regional Sports Committees. This unit would also ensure that all efforts of the Government towards the development of high level sports is implemented and reflected in the progress of athletes on the field.

***Infrastructure Unit*** – The unit would be responsible to advise on the development of new infrastructures and devise mechanism for constant and effective monitoring of existing ones.

## **Sports Officer Cadre**

Functional benchmarking of the Sports Division in Rodrigues with comparable cadre / hierarchy in the Ministry of Youth and Sports in Mauritius has shown that, in general, the two cadres are more or less in alignment up to the level of the Head, Sports. However, although the Head Sports in Rodrigues and the Senior Sports Officer in Mauritius are at par, salary wise, their duties are not aligned. The Head Sports is actually performing duties and responsibilities at a level higher than the Senior Sports Officer in Mauritius.

## **PROPOSAL**

**Accordingly, it is proposed that:**

- (a) the grade of Head, Sports be restyled Senior Sports Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Sports Officer, who:**
  - (i) reckon at least three years' service in a substantive capacity in the grade; and**
  - (ii) possess good supervisory, organising, communication and interpersonal skills.**
- (b) a new grade of Chief Sports Officer be created on the establishment of the Sports Division. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Sports Officer, who:**
  - (i) reckon at least four years' service in a substantive capacity in the grade; and**
  - (ii) possess leadership and managerial qualities, have the ability to motivate a team of officers, and have innovative capabilities.**

## **Technician (Youth And Sports) Cadre**

The Technician (Youth and Sports) is responsible for the operation, maintenance and repair of electronic and electrical equipment as well as lighting systems in all infrastructures including the swimming pool. The latter requires constant supervision when in use and the technician must remain on site to attend to any technical problem arising so as to avoid putting at stake the security of the public and athletes. It is also worth mentioning that in view of the number of athletes and people practicing sports activities which is increasing exponentially, the existing

sixty-five sports infrastructure (35 football grounds and 30 others) requires addition.

As such, it is considered that a new grade of Senior Technician (Youth and Sports) is warranted to ensure the smooth maintenance of electronic equipment and lighting systems in all infrastructures.

## **PROPOSAL**

***Accordingly, it is proposed that a new grade of Senior Technician (Youth and Sports) be created on the establishment of the Infrastructure Unit of the Sports Division. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technician, who:***

- (a) reckon at least three years' service in a substantive capacity in the grade; and***
- (b) possess supervisory skills.***

## **Physiotherapist/Senior Physiotherapist (New Grade)**

At present, one Nursing Officer is managing the Sports Medical Unit in Malabar to ensure the medical follow-up of athletes.

Long run objective of the Commission is to have a full fledged medical and para-medical team to run the Sports Medical Unit. It is, therefore, considered that a Physiotherapist would be required to ensure the daily follow-up of athletes especially for rehabilitation and re-education. The latter would also educate, sensitise and provide resources to the athletes regarding sports injuries. The services would be made available to sportsmen and sportswomen of all ages engaged in sports at any level of competition.

## **PROPOSAL**

***Accordingly, it is proposed that:***

- (a) a new grade of Physiotherapist/Senior Physiotherapist be created on the establishment of the Sports Medical Unit of the Sports Division to, among others, ensure the follow-up of athletes. Appointment thereto should be made by selection from among candidates possessing:***
  - (i) a membership of the Chartered Society of Physiotherapy (M.C.S.P); or a degree in Physiotherapy from a recognised institution***

OR

- (ii) an equivalent qualification acceptable to the Public Service Commission.*
- (b) Candidates should:*
  - (i) possess organising, communication and interpersonal skills; and*
  - (ii) be computer literate.*

### **ATTENDANT (SPORTS) (ON ROSTER) (NEW GRADE)**

The sports infrastructures (e.g. Football Playground and Gymnasium) are opened early in the morning and closed late at night and are also available during weekends and public holidays. With the present prescribed hours of work, heavy overtime has to be paid to ensure opening of the sports infrastructures as required. In view of curtailing overtime cost, it is considered that the Attendants should work on a roster basis, including Sundays and Public Holidays in the various sports infrastructures.

### **PROPOSAL**

***Accordingly, it is proposed that a new grade of Attendant (Sports) (On Roster) be created on the establishment of the Sports Division. Appointment thereto should be made by selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess the Certificate of Primary Education or an equivalent qualification.***



## **ARTS AND CULTURE DEPARTMENT**

The vision of the Arts and Culture Department is to inculcate a culture of excellence in arts and safeguard Rodrigues' cultural identity.

The aim of the Department is to promote arts and culture through cultural exchanges, assistance to artists, the development of a creative and cultural economy.

The Arts and Culture Department is responsible for the formulation and administration of policies, projects and programmes relating to Arts and Culture.

The main purpose and objectives of the Division are, among others, to:

- (a) develop and promote arts and culture through devising and implementation of new policies;
- (b) promote projects, programmes and activities relating to "la préservation de l'ame Rodriguaise";
- (c) encourage the development of a creative and cultural industry and promote the creation of creative businesses; and
- (d) promote Rodriguan culture and heritage through research and publications.

The functions and responsibilities of the Arts and Culture Department are, among others, to:

- (a) plan and organise three major events, namely, National Day Celebration, Rodrigues Day Celebrations and Festival Kreol;
- (b) to oversee protocol matters with respect to the organization of major events;
- (c) plan, organize and coordinate the implementation of historical activities, namely, Anniversary of the Abolition of Slavery, Emancipation of Slavery and events as per UNESCO's calendar: World Poetry Day, World Theatre Day, World Dance Day, Africa Day, World Music Day and so on;
- (d) implement artistic programmes and projects, such as Cultural Animator Project, "Art - Etude" Project, etc;
- (e) organise artistic and cultural activities relating to the promotion of arts and culture;
- (f) manage cultural logistics and infrastructures, e.g. podium of Malabar, Cultural and Leisure Centre;
- (g) implement policies, programmes and projects relating to the development and promotion of Arts and Culture (Diksioner Kreol Rodrigues, Revisiting the

- Linguistic and Ethnographic Specificities of Rodrigues, measures relating to the inscription of Segá Tambour);
- (h) to coordinate the work of the Akademi Kreol Rodrige (AKR0), Conseil Culturel and other cultural committees falling under the agis of the Commission;
  - (i) implement the schemes, namely Artist Assistance Scheme and Cultural Exchange Assistance Scheme;
  - (j) liaise with the Ministry of Arts and Cultural Heritage and the Parastatal Bodies regarding policies, projects and programmes extended to Rodrigues, particularly National Arts Fund, International Grant Scheme, Status of Artist Bill and Artist Assistance Scheme;
  - (k) frame regulations relating to the protection of Rodrigues culture and history;
  - (l) design and mount staff development programme for the officers working in the Division; and
  - (m) ensure the implementation of National Legislations in the field of Arts and Culture.

The Cultural and Leisure Centre situated in Mont Plaisir operates from 7.00 hours till 18.00 hours on a six day week basis. In addition it operates on Sundays and Public Holidays as and when required to host cultural and artistic activities. For operational needs the Office Auxilliary / Senior Office Auxilliary posted there has to perform overtime on a regular basis resulting in payment of overtime allowance heavily. To enable effective work arrangement altogether keeping overtime at a low level if not zero level and to ensure availability of appropriate staff for attending the Centre as per demand, it is considered that there is need for a specific grade for the purpose.

**Presently, the Arts and Culture Department comprises the following grades:**

- (a) **Head, Arts and Culture;**
- (b) **Senior Culture Officer;**
- (c) **Culture Officers; and**
- (d) **Arts Officer.**

## **PROPOSAL**

***It is, therefore, proposed that:***

### **Arts and Culture Department**

1. ***A new grade of Director, Arts and Culture be created on the establishment of RRA in alignment with the grade of Deputy Director in the Ministry of Arts and Culture Heritage.***

The Director will be the technical head of the Division and will provide leadership, vision and direction while implementing the policies in the field of arts and culture.

The Director will be responsible to the Departmental Head for the smooth running and management of the department and will, among others, be required:

- (a) to implement policies relating to the promotion of Arts and Culture;
- (b) to ensure that government policies and programme relating to arts & culture are implemented in the most effective and efficient manner;
- (c) to design and mount staff development programme for officers working in the Division and ensure that human resources are being utilized efficiently and effectively;
- (d) to coordinate and provide assistance to Akademi Kreol Rodrige (AKRo), Conseil Culturel and cultural Committees falling under the aegis of the Commission and as and when required to attend inter-Commission meeting;
- (e) to liaise with the Ministry, other Commissions and Academic Institutions in Mauritius & abroad with respect to the implementation of project relating to arts, culture including the development of Rodriguan creole;
- (f) to make recommendations on the framing of appropriate regulations in the field of arts and culture in line with the policy of the Rodrigues Regional Assembly.

*Appointment thereto should be made by promotion, on the basis of experience and merit of officers in the grade Principal Culture Officers (proposed to be restyled from the grade of Head Arts and culture).*

2. *A new grade of Senior Arts Officer be created on the establishment of the RRA. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Arts Officer, who:*

- (i) reckon at least four years' service in a substantive capacity in the grade; and**
- (ii) possess supervisory and organising skills.**

**The Senior Arts Officer would be in charge of the Arts Section and be responsible to the Head, Arts and Culture for:**

- (i) the design and conduct of training programmes in artistic field for public officers and the public in general and organising artistic and cultural events; and**
- (ii) the Cultural and Leisure Centre and other arts training centres;**
- (iii) promoting good relationships, team spirit, respect and harmony among the personnel and ensure effective communications to enhance public relationship; and**
- (iv) the proper handling of complaints and grievance relating to the section.**

**Incumbent would be required to work outside normal working hours including weekends and Public Holidays**

- 3. In view of the increasing number of users and booking of the spaces of the Cultural and Leisure Centre, a new grade of "Organiser, Cultural and Leisure Centre" be created on the establishment of the RRA. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission. Candidates should:**
  - (i) possess good organising and communication skills; and**
  - (ii) be computer literate.**
- 4. A new grade of Public Address Operator (Roster) be created on the establishment of the RRA with an establishment size of two posts. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment who possess the Certificate of**

***Primary Education or equivalent qualification and a certificate in the field of electricity from the Mauritius Institute of Training and Development (MITD) or The Lycee Politechnique, Sir Guy Forget or the College of St Gabriel or any Institution approved by the MITD or any equivalent qualification acceptable to the Public Service Commission;***

***The Public Address Operator (Roster) would be responsible for the operation of public address equipment for all cultural activities and programmes organised by the different Commissions under the RRA and other organisations performing socio-cultural activities.***

- 5. *A new grade of "Attendant (Cultural and Leisure Centre) (On Roster)" be created on the establishment of the RRA. Appointment thereto shall be made by selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess the Certificate of Primary Education or an equivalent acceptable qualification.***

## **DEPARTMENT OF MUSEUM, ARCHIVES AND HISTORICAL SITES AND BUILDINGS**

The Museum and Archives Division of the Commission for Youth and others is responsible for the formulation and administration of policies, projects and programmes relating to Museum, Archives and Heritage.

Its vision is to safeguard Rodrigues cultural identity, history and heritage and its aim is to promote and to ensure the preservation of the collective memory of the nation, the Rodriguan heritage and history.

The main purpose and objectives of the Division are, among others, to:

- (a) set up a multidisciplinary museum which will include artifacts related to the natural, historical, cultural aspects of Rodrigues and at the same time preserve the history of the island;
- (b) collect, preserve and make accessible the collective memory of the Island for the benefit of the present and future generations, for research and exploitation purposes;
- (c) manage the acquisition, preservation and storage of artifacts relating to history, geology and culture of Rodrigues and exhibit collected artifacts that are listed under the Rodriguan heritage;

- (d) ensure the safeguarding of built heritage and Intangible Cultural Heritage (ICH) through documentation of heritage sites and their maintenance and documentation of ICH and dissemination of information;
- (e) foster intergenerational transmission of traditional know-how through proper management and promotion of Rodriguan heritage; and
- (f) promote Rodriguan history through development of exhibits showcasing different aspects of Rodriguan history and culture.

The functions and responsibilities of the Museum and Archives Division are, among others, to:

- (a) implement measures relating to the management of Rodrigues tangible heritage, historical sites and buildings;
- (b) conduct research in the field of history and heritage of Rodrigues;
- (c) organise museum and archives activities such as temporary exhibitions on different themes (Iabiyman lontan, Pieter Both, etc);
- (d) manage the Museum of Rodrigues;
- (e) strengthen the Audio Visual Archives, through the collection of oral tradition and the creation of a comprehensive audio-visual database;
- (f) implement measures relating to safeguarding of intangible heritage of Rodrigues;
- (g) collect and preserve the natural and cultural history and heritage of Rodrigues;
- (h) increase and disseminate knowledge and understanding of the collective memory of the island; and
- (i) implement policies, programmes and projects relating to the safeguarding of history and heritage (Heritage Trail, Route of Segá Tambour Project, 'Rekey Tambour and Kontinn').

Presently, the Archives and Museum Department comprises the following grades:

- (a) Archivist;
- (b) Archives Officer/Senior Archives Officer; and
- (c) Conservation Assistant.

In addition one Field Supervisor provides assistance in audio-visual archiving.

It is considered that the present arrangement lacks a proper structure and that the Department is largely understaffed. As such, some of the division's priority objectives are not being met. There is thus, a strong need to strengthen and reorganise the structure of the Department to ensure optimal performance in the development and promotion of arts and culture, heritage, museum and archives.

## **REORGANISING THE ACTIVITIES OF THE DEPARTMENT**

The present arrangements urge for the introduction of a new section dedicated to the preservation of the Rodriguan heritage.

Moreover, in Mauritius, matters pertaining to the museum, archives, heritage, history and art galleries fall under the responsibility of specific parastatal bodies under the aegis of the Ministry of Arts and Cultural Heritage whereas in Rodrigues, these matters are managed by the Arts and Culture, Museum, Archives and Historical sites and Buildings Department only.

Furthermore, the grade structures of both the Museum and archives Division in Rodrigues and the National Archives Department of the Ministry of Arts and Cultural Heritage in Mauritius show that the two cadres are in alignment with respect to the three grades of Conservation Assistant, Archives Officer/Senior Archives Officer and Archivist only. It is noted that Rodrigues is deprived of two grades below and two grades above the grade of Archivist. The missing grades are Principal Archives Officer and Chief Archives Officer below the Archivist and above it, are the grades of Deputy Director, National Archives and Director, National Archives.

Therefore it is considered paramount to restructure the whole Department under the Commission and strengthen it in terms of staffing so as to enable it to deliver more efficiently and effectively on its mandate.

### **PROPOSAL**

*It is therefore proposed that:*

#### **A. Museum and Archives**

***A new grade of Manager, Archives be created on the establishment of the RRA. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Archivist who reckon at least five years' service in a substantive capacity in the grade and who possess good communication and interpersonal skills. Candidates should also be: familiar with latest developments in the field of Archives; and able to lead and motivate a team of officers.***

**The incumbent would:**

- (i) have the custody, care and control of all public archives;**
- (ii) regulate conditions under which members of the public may consult the public archives and make use of the facilities provided by the Commission;**
- (iii) collect information relating to any document of public interest with a view to compiling a comprehensive register of private archives;**
- (iv) ensure the physical protection, conservation and restoration of all public archives/remove to the custody of the Department and make them available for research purposes;**
- (v) provide for the making and authentication of copies of, and extracts from, records required as evidence in legal proceedings or for other purposes;**
- (vi) provide for housing of films, sound recordings and other machine readable records which have to be kept under special conditions; and**
- (vii) provide for safe keeping of the oral history archives.**

**B. Heritage Unit**

- (i) A new grade of Senior Heritage Officer be created on the establishment of the RRA. Appointment thereto should be made by selection from among candidates possessing a Degree from a recognised institution in History or Architecture or Sociology or an equivalent qualification acceptable to the Public Service Commission.**

**Candidates should should possess good communication and interpersonal skills and be able to work in a team.**

- (ii) A new grade of Heritage Officer be created on the establishment of the RRA. Appointment thereto should be made by selection from among candidates possessing a diploma from a recognised institution in History or Architecture or Sociology or an equivalent qualification acceptable to the Public Service Commission. Candidates should possess good communication and interpersonal skills and be able to work in a team.**
- (iii) A new grade of Assistant Heritage Officer be created on the establishment of the RRA. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level". Candidates should possess good communication and interpersonal skills and be able to work in a team.**



## **LIBRARY SERVICES DEPARTMENT**

The vision of the Library Services Department is to enable the public in general to have access through the Rodrigues Library Service to a large collection of materials relating to Mauritius, Rodrigues and to international documentary resources in print as well as electronic formats.

The mission of the Rodrigues Library Service is to provide equal access to information to the public in general thus levelling educational opportunities and strengthening the democratisation process.

Its objectives are, inter alia:

- (a) to ensure that a comprehensive record of Mauritian focusing on documents relating to Rodrigues and a selected record of universal human knowledge is collected and catered for;
- (b) to collect Mauritian publications, including Mauritian electronic information resources;
- (c) to provide internet facilities with a view to providing quality and timely reference and information services to the public in general; and
- (d) to enhance the Rodrigues Library Service role by encouraging creative and intellectual initiatives through school children.

The functions and responsibilities of the Department are, among others, to:

- (a) ensure that the Central Library provides effective and efficient collection of library materials;
- (b) provide free internet facilities with the aim to increase access to reading and research and respond to the needs of library users;
- (c) facilitate access to research and documentary work and provide logistics support to encourage a reading culture;
- (d) improve and increase access to IT Services and facilitate access to local information at the National Library Antenna;
- (e) ensure that the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) provides effective and efficient access to its collection and to documentary sources found elsewhere;
- (f) ensure that the library's collections are classified, catalogued, indexed and are easily retrieved through online catalogue;
- (g) ensure that Rodriguans, wherever they reside or work, have access to

- information resources;
- (h) encourage the sharing of formal information among libraries;
- (i) ensure that there is a better understanding of libraries in Rodrigues through an intellectual and cultural life;
- (j) provide adequate and attractive indoor games as a means of cultural enhancement for children within all the Centre de Lecture et d'Animation Culturelle (CLAC); and
- (k) ensure that cultural activities are organized on a regular basis within all the CLAC Services for the promotion of reading and increase of library clientele.

The Rodrigues Library Services comprises a Centre de Lecture Publique et d'Animation Culturelle (CELPAC) and five Centre de Lecture et d'Animation Culturelle (CLACs).

Presently, the Library Services Department comprises the following grades:

- (a) **Head, Library Services;**
- (b) **Librarian;**
- (c) **Senior Library Clerk;**
- (d) **Library Clerks;**
- (e) **Trainee Library Clerks; and**
- (f) **Library Attendants / Senior Library Attendants.**

Each CLAC is operated by one Library Clerk and a Library Attendant.

Functional benchmarking of the grade structure of the Library Services of the Rodrigues Regional Assembly with comparable cadre/hierarchy in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research in Mauritius shows that, in general, the two cadres are more or less in alignment up to the level of the Senior Library Clerk, except that the latter cadre peaks with the grades of Library Officer and Senior Library Officer.

It is considered that the Library services need upgrading in terms of staffing to enable it fulfill its missions and attain its objectives.

## **PROPOSAL**

***Accordingly, it is proposed that a new grade of Senior Library Officer be created on the establishment of the Library Services Division. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Library Officer, who:***

- (iv) reckon at least four years' service in a substantive capacity in the grade;***
- (v) possess a good knowledge of the organisation and techniques of a library;  
and***
- (vi) possess supervisory and communication skills.***

***The Senior Library Officer will have to ensure the proper coordination of the CLACs***

## ➤ **COMMISSION FOR SOCIAL SECURITY (ADMINISTRATION), CONSUMER PROTECTION, EMPLOYMENT, HOUSING, LABOUR AND INDUSTRIAL RELATIONS**

The Commission for Social Security, Housing, Labour and Industrial Relations, Employment and Consumer Protection has under its umbrella, the responsibility for the following:

- (a) Social Security;
- (b) Housing;
- (c) Labour and Industrial Relations;
- (d) Employment ;and
- (e) Consumer Protection.

The objectives of the Commission for Social Security, Housing, Labour and Industrial Relations, Employment and Consumer Protection are to:

- (a) deliver on social security services;
- (b) facilitate placement opportunities for registered job seekers and provide labour market information;
- (c) promote a safe, healthy and harmonious work environment; and
- (d) safeguard and promote consumers' rights and interest.

The mission of the Commission is:

- (a) to provide efficient social protection programmes and safety net to alleviate poverty;
- (b) to promote the welfare and well-being of the elderly and disabled persons;
- (c) to formulate and implement social housing policies and strategies;
- (d) to safeguard and promote consumer's rights; to promote safety and health at workplaces through social dialogue, good industrial relations practices and protect workers' rights; and
- (e) to review the functioning of the Employment Unit to better promote the employability and entrepreneurship skills of jobseekers.

## **SOCIAL SECURITY DEPARTMENT**

### **Recreational Centre for the Elderly**

The elderly population of Rodrigues which stood at 5,374 in 2018 is expected to grow steadily over the future years to reach 9,502 in year 2038 and 12,263 in 2058.

The rapid demographic transition Rodrigues is undergoing has made it necessary to take necessary steps to cater for the needs of the ageing population. Accordingly, the construction of a Recreational Centre for the Elderly at Baie Lascars, Camp Pintade, Rodrigues has been approved by the Government with a view to contribute massively towards enhancing the quality of life of the elderly persons of Rodrigues and benefit the elderly associations as well. It will enhance social participation and provide opportunities for social participation among older adults.

### **PROPOSAL**

**Accordingly, we proposed that:**

**A. a new grade of a Recreational Centre Manager be created on the establishment of the RRA who will be responsible for the good running and operation of the centre as well as for effective planning thereat**

**The Manager of the Recreational Centre may be required to work outside normal working hours, including Saturdays, Sundays, Public Holidays and officially declared cyclone days.**

**C. a new grade of a Organising Officer, Recreational Centre be created on the establishment of the RRA**

**The Organising Officer, Recreational Centre will be responsible to the Manager, Recreational Center and will him in the discharge of his duties. Appointment thereto should be made by selection from among candidates possessing a diploma in Social Work or Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.**

**The Organising Officers, Recreational Centre will be required to work on a shift system covering a 24-hour service including Sundays, Public Holidays and officially declared cyclone days and during emergencies.**

## **DISABILITY EMPOWERMENT DIVISION**

The Disability Empowerment Unit is responsible for the social and economic rehabilitation of people with disabilities and for their integration in the mainstream society through education, training, employment, sports, culture and leisure activities. It also caters for the promotion of the welfare of all disabled persons in Rodrigues.

At present, the staffing structure of the Unit consist of only one Disability Empowerment Officer/Senior Disability Empowerment Officer.

It is considered that the Unit be reinforced in terms of quantity and depth.

### **PROPOSAL**

**Accordingly, it is proposed that a new grade of Officer-in-Charge, Disability Empowerment be created on the establishment of the RRA to head the Disability Empowerment Unit. Appointment thereto should be made by promotion on the basis of experience and merit of officers reckoning at least three years' service in a substantive capacity in the grade of Disability Empowerment Officer/Senior Disability Empowerment Officer.**

## **MEDICAL UNIT**

The Medical Unit provides:

- (a) medical and paramedical services to Elderly persons and persons with disabilities;
- (b) medical and paramedical services and health education to all Elderly; and
- (c) preventive, promotive, curative and rehabilitative lifetime services to Elderly persons and Disabled.

The Unit also schedules Medical Boards for Medical Examinations and assessment of disability, with respect to Basic Invalidity Pension (BIP), Carer's Allowances, Basic Retirement Pension for the severely Handicapped (BRPSH), Social Aid and Disablement Benefits.

The fact that the Unit has no specific personnel with technical and / or professional competencies to screen and process applications and bills, it is suggested that a new structure be set up for the Medical Unit whereby it should have three different sections with appropriate staffing as follows:

- (a) Medical Board Section;
- (b) Medical Tribunal Section; and
- (c) Elderly Section.

### **ASSISTANT HEALTH COORDINATOR (MEDICAL UNIT) (NEW GRADE)**

A new grade of Health Coordinator (Medical Unit) has been provided in the Budget since financial year 2018/2019. It is considered that the Health Coordinator would require support in the management of the Medical Unit and in the implementation of government policies to allow the Unit to operate optimally. It is also considered that the Unit should, apart from general services staff, have dedicated staff to ensure continuity in carrying out the activities of the Unit.

#### **PROPOSAL:**

**Accordingly, it is proposed that:**

- a. A new grade of Assistant Health Coordinator (Medical Unit) be created on the establishment of the RRA. Appointment thereto should be made by selection from among Medical Practitioners, fully registered with the Medical Council in Mauritius with at least three years' working experience as Medical Practitioners and who possess good managerial and supervisory skills;**
- b. A new grade of Supervisor Medical Unit be created on the establishment of the RRA. Appointment thereto should be made by selection from among officers in the grade of Office Management Assistants reckoning at least four years' experience in the grade**

The incumbent would be responsible for the day-to-day administration of the Medical Unit, coordinate hearings of Medical Tribunals and supervise the work of the support personnel of the Unit.

## **LABOUR AND INDUSTRIAL RELATIONS DEPARTMENT**

The mission statement of the Labour and Industrial Relations Department of the Commission provides for:

- (a) ***the promotion of industrial peace and harmony;***
- (b) ***the protection of fundamental rights and dignity of workers;***
- (c) ***the promotion of enhanced productivity; and***
- (d) ***the promotion of general wellbeing of the working population through improvements in standard of safety and health;***
- (e) ***the prevention of occupational injuries and diseases at the workplace; and***
- (f) ***the promotion of proper functioning of good governance in associations and trade unions.***

The Department is responsible for the enforcement of labour legislations to ensure compliance with minimum terms and conditions of employment. Accordingly, it causes the following:

- (a) inspections and enquiries;
- (b) registration, investigations and settlement of complaints from workers;
- (c) investigations into applications for the Workfare Programme;
- (d) institution of civil and criminal proceedings before the Industrial Court;
- (e) provision of conciliation service in industrial disputes;
- (f) sensitisation of workers on their rights and obligations; and
- (g) investigation of occupational accident and diseases.

The Department comprises three distinct Units:

- (a) **the Labour Inspection and Enforcement Unit;**
- (b) **the Occupational Safety and Health Unit; and**
- (c) **the Registry of Associations.**

The Staffing Structure of the Department presently comprise of:

- (a) **Officer in Charge, Labour and Industrial Relations;**
- (b) **Labour and Industrial Relations Officers;**
- (c) **Principal Occupational Safety and Health Officer;**
- (d) **Occupational Safety and Health Officers/Senior Occupational Safety and Health Officer; and**
- (e) **Inspector of Associations**



The Officer in Charge, Labour and Industrial Relations works in close collaboration with the Inspection and Enforcement Division of the Ministry of Labour and Industrial Relations (through the officer responsible for Rodrigues) for matters relating to:

- (i) specific technical issues and difficult cases;
- (ii) preparation of Complaints / Information sent to the Prosecution Unit Ministry of Labour and Industrial Relations for vetting prior to conducting proceedings in Court in civil and criminal cases; and
- (iii) Workfare Programme cases.

The Occupational Safety and Health Officers work in close collaboration with the Occupational Safety and Health Division of the Ministry (through the Director / Deputy Occupational Safety and Health Officers) for matters relating to:

- (i) specific technical issues regarding occupational safety, health and welfare;
- (ii) interpretation and enforcement of the various regulations in force; and
- (iii) preparation and conduct of criminal proceedings in Court against employers in breach of law.

The Inspector of Associations has regular working arrangements with the Registry of Associations of the Ministry for follow-up on all applications, registrations and queries regarding the status of ongoing correspondence files as it is a legal requirement to keep the files in the custody of the Registrar.

The Division caters for a working population of around 20,000 people, who work at around 3,000 different workplaces. It has to cater for over 600 associations and trade unions as well.

It is worth emphasising that the activities of the three distinct Sections of the Commission are, basically, directed towards duties of enforcement nature but unrelated and different from each other as each section deals with different and separate laws and regulations. The Labour Inspection and Enforcement Unit deals with the Workers' Rights Act 2019 whilst the Occupational Safety and Health Unit has to enforce the Occupational Safety and Health Act 2005 and the Registry of Associations Unit is involved in the application of the Registration of Associations Act.

## PROPOSAL

Accordingly, it is proposed that:

- a. **The grade of Officer in Charge, Labour and Industrial Relations be re-styled Senior Labour and Industrial Relations Officer as the two posts are similar in terms of qualifications, duties and salaries. Appointment thereto should be made by promotion, on the basis of experience and merit of officers in the grade of Labour and Industrial Relations Officer who reckon at least five years' service in a substantive capacity in the grade and who possess a diploma in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission. Incumbent would, inter alia, be responsible, for the supervision and coordination of officers of the work of Labour and Industrial Relations;**
  
- b. **A new grade of Head, Labour and Industrial Relations be created on the establishment of the RRA. Appointment thereto should be made by promotion, on the basis of experience and merit of officers in the grade of Senior Labour and Industrial Relations Officer or Officer in Charge, Labour and Industrial Relations reckoning at least three years' service in a substantive capacity or an aggregate of at least three years' service in a substantive capacity in the grades of Senior Labour and Industrial Relations Officer and Officer in Charge, Labour and Industrial Relations who:**
  - (a) **possess leadership qualities and good organising, analytical and supervisory skills; and**
  - (b) **possess good communication and interpersonal skills; and**
  - (c) **have thorough knowledge of international labour affairs, national labour and industrial legislation.**
  
- c. **A new grade of Head, Occupational Safety and Health, be created on the establishment of the RRA who would be responsible, inter alia, for the overall administration of the Occupational Safety and Health Unit. Appointment thereto should be by promotion, on the basis of experience and merit, of officers in the grade of Principal Occupational Safety and Health Officer who:**
  - (a) **reckon at least four years' service in a substantive capacity in the grade;**
  - (b) **possess managerial abilities;**
  - (c) **has ability to tender strategic advice;**
  - (d) **adopt innovative approach to OSH; and**
  - (e) **possess excellent communication and interpersonal skills**

- d. ***a grade of Senior Inspector of Associations be created on the establishment of the RRA. Appointment thereto should be made by promotion, on the basis of experience and merit of officers in the grade of Inspector of Associations who reckon at least four years' service in a substantive capacity in the grade and who possess supervisory and interpersonal skills. Incumbent would be responsible to the Departmental Head (to be restyled Chief Executive, RRA) for the management of the Registry of Associations and to ensure proper coordination with the Registrar of Associations in the enforcement of the relevant legislations.***

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

### ENVIRONMENT PROTECTION AND CONSERVATION DIVISION

- The Environment Protection and Conservation Division is responsible to protect and manage the environment of Rodrigues and its assets with a view to safeguarding and improving their capacity to sustain the Rodriguan Society and its development processes and to harmonise environment protection, quality of life and sustainable development for the present and future generations.
- The objectives of the Division are, among others, to enforce environmental laws, regulations and other related mechanism to protect the natural environment; develop and implement government environment policies for the protection of environment; promote environmental awareness, education and sensitization throughout the general public; issue environmental clearances and ensure Post Environment Impact Assessment (E.I.A) and compliance with conditions of clearances issued; plan for and ensure a proper waste management system; manage coastal zone of the Island; implement embellishment projects for the uplifting of the physical environment and to increase the quality of life of people; mainstream sustainable development, climate change and environment consideration in decision-making processes; formulate and coordinate environment contingency plans in connection to natural disasters; and attend to environment complaints.

#### **Environment Officer/Senior Environment Officer**

**We propose that the grade of Environment Officer, on the establishment of the Environmental Protection and Conservation Division, be restyled Environment Officer/Senior Environment Officer.**

#### **DIVISIONAL ENVIRONMENT OFFICER (NEW GRADE)**

**We propose that the grade of Head, Environment be restyled Divisional Environment Officer.**

**In future, appointment thereto should be made by promotion, on the basis of experience and merit, of officers who reckon at least six years' service in a substantive capacity in the grade of Environment Officer/Senior Environment Officer or an aggregate of at least six years' service in a substantive capacity in the grade of Environment Officer/Senior Environment Officer and in the former grade of Environment Officer; and who possess (a) good leadership, organising and**

supervisory skills; (b) good interpersonal and communication skills; and (c) a wide range of knowledge in the field of environmental policies

#### **HEAD, ENVIRONMENT PROTECTION AND CONSERVATION (NEW GRADE)**

We also propose that a new grade of Head, Environment Protection and Conservation be created on the establishment of the Environment Protection and Conservation Division. Appointment thereto should be made by selection from among officers in the grade of Divisional Environment Officer and who reckon at least two years' service in a substantive capacity

#### **SENIOR ENVIRONMENT ENFORCEMENT OFFICER (NEW GRADE)**

Appointment to the new grade of Senior Environment Enforcement Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Environment Enforcement Officer who reckon at least four years' service in a substantive capacity in the grade and who possess – (a) effective supervisory and organising skills; and (b) effective communication skills.

The Senior Environment Enforcement Officer would, inter alia, be responsible for (i) working out, supervising, coordinating and monitoring programmes of work of Environment Enforcement Officers and preparing monthly reports on their activities; (ii) assisting in the implementation of projects and programmes pertaining to pollution prevention and control, waste and beach management; (iii) the enforcement of legislations including Public Beaches Regulations, Dumping Waste Carriers Regulations; (iv) the enforcement of relevant provisions of Trade Industries Classification Act, the RRA (Collection of Refuse) Regulations 2008 and other environment regulations in force; (v) the efficient operation of the Environment Enforcement Cadre; (vi) performing prosecuting duties, as and when required; (vii) ensuring that provisions including conditions in cleaning/scavenging works contracts entered between the Commission and private firms are strictly complied with; (viii) representing the Commission on official committees in matters relating to cleaning/scavenging works, disposal of waste and cleaning and embellishment of beaches; (ix) collecting, compiling and analysing data on environment issues; (x) supervising the disposal of condemned goods and hazardous waste; (xi) cleaning and embellishment of beaches; and (xii) supervising the operation of environment monitoring equipment (noise meter, smoke opacity meter).

**PRINCIPAL ENVIRONMENT ENFORCEMENT OFFICER (NEW GRADE)**

Appointment to the new grade of Principal Environment Enforcement Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Environment Enforcement Officer who reckon at least four years' service in a substantive capacity in the grade and who —

- (i) possess good supervisory, organising and problem-solving skills;
- (ii) possess good interpersonal and communication skills; and (iii) have the ability to motivate and lead a team of officers.

The Principal Environment Enforcement Officer would, inter alia, be responsible for (i) the overall management including planning, organising, monitoring and supervision of the Environment Enforcement Cadre of the Department; (ii) the enforcement of legislation and regulations pertaining to pollution prevention and control, solid waste/hazardous waste management, beach management and other environment matters; (iii) assisting in the drafting of relevant policies and legislation; (iv) ensuring that the objectives of the Environment Enforcement Cadre are achieved in the most efficient and effective manner; (v) arranging for the compilation of relevant data on environment issues and preparing reports on enforcement measures and contraventions; (vi) supervising and training staff in the enforcement of (a) regulations pertaining to solid/hazardous waste, prosecution duties, examination of waste carriers and waste management contract monitoring etc. and (b) relevant provisions of the Trade Industries Classification Act and the Rodrigues Regional Assembly (Collection of Refuse) Regulations 2008; and (vi) performing prosecution duties, as and when required.

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## **FISHERIES DIVISION**

The Fisheries Division is responsible for managing fisheries resources in coastal waters and the outer lagoon with a view to ensuring their sustainability, and promoting fish farming, aquaculture development and related income-generating activities for the fishermen community.

- The main objective of the Division is to promote the sustainable management of the fishery sector with emphasis on the development of off-lagoon fishery. To this end, it enforces fisheries legislation; develop off-lagoon fishing techniques; promote off-lagoon fishery; educate and train lagoon fishers with emphasis in off-lagoon fishing techniques, motivate; and provide incentives to fishers to practise outer lagoon fisheries and aquaculture.
- The activities of the Fisheries Division are organised under two distinct arms, namely the Fisheries Protection Service (FPS) and the Fisheries Research and Training Unit (FRTU). The FPS is the enforcement arm of the Division, responsible for the protection and conservation of fisheries resources whilst the main functions of FRTU are to conduct research work within the fisheries sector, develop new approach to traditional fishing and introduce aquaculture techniques, amongst others.

### **Fisheries Protection Service (FPS)**

- The Fisheries Protection Service (FPS) is responsible to ensure effective control and surveillance over the lagoon fisheries, marine resources and the marine ecosystem and to deliver quality and timely services to the public. The mission of the FPS is the enforcement of Fisheries Laws and Regulations in accordance with the Fisheries and Marine Resources Act No 27 of 2007.
- In essence, the FPS has, as objectives, to plan and ensure a proper management of the Fisheries Protection Service in Rodrigues, including monitoring of fishers; to reduce illegal, unreported and unregulated fishing practices in accordance with the act; and to maintain timely and quality services to the members of the public regarding office procedures.

### **Fisheries Research and Training Unit (FRTU)**

The Fisheries Research and Training Unit (FRTU) ensures a better management of sustainable development and exploitation of the fisheries and marine resources.

Its mission is to empower fishermen for the proper development of the fisheries sector; enhance awareness of fishermen and the public towards the conservation of marine environment and its resources; provide relevant information for policy and decision making; and conduct research works for proper implementation of fisheries projects.

## **REORGANISING THE OPERATIONS/ACTIVITIES OF THE DIVISION**

### Integration of Marine Parks Division under the Fisheries Division

At present, the Fisheries Division and the Marine Parks Division exist as two separate entities under the Commission for Environment and Others.

The Marine Parks Division is responsible, inter alia, for the protection, conservation and preservation of the marine environment and the development of attractive livelihood initiatives for fishermen in the southern region.

Created in the Southern lagoon of Rodrigues totalling a surface of 43 km<sup>2</sup>, the South East Marine Protected Area (SEMPA) is envisioned to be a model of sustainable and collaborative coastal and marine biodiversity management resulting in a prosperous local economy, and good quality of life. Its overall mission is to ensure proper and effective management of marine protected areas for the betterment of the marine ecosystem for the welfare of the fishermen community.

The main objectives of the SEMPA are, among others, the education, sensitisation and awareness raising of the community on Marine Protected Area (MPA) issues; implementation of the SEMPA Management Plan for sustainable use of lagoon resources through community participation; promoting exchange between MPAs of the region; and restoration of lagoon (restoration of health ridge to reef ecosystem functioning within the MPA and its watershed) for effective management of fisheries and marine resources.

The Marine Parks Division is currently administered by one Scientific Officer (Fisheries), assisted by a Management Support Officer, posted three days per week at the SEMPA. Support services are also provided by other officers in the general services cadre and the workmen's group. Additionally, there are three Fisheries Protection Officers (FPOs) from the Fisheries Protection Service posted in the Division, assisted by six Field Rangers (ex- Fisherman under contract) to shoulder the enforcement duties.

The Budget Estimates 2018-2019 makes provision, on the establishment of the Marine Parks, for one Project Manager (Fisheries and Marine Parks), one Scientific Officer (Fisheries), and one Field Ranger (Marine Protected Area) (under contract), one Management Support officer and other officers in the workmen's group.

It is noted with concern that the Marine Parks Division is currently understaffed and some of its priority objectives are not being met. The implementation of key projects under the SEMPA Management Plan, as well as, the enforcement of SEMPA regulations are ineffective due to inadequate human resources in the Marine Parks, with no proper structure in place. There is, therefore, a strong need to strengthen the structure of the Marine Parks Division, ensuring its efficiency and effectiveness.



Since the Marine Parks Division is mainly concerned with regulation of activities and implementation of projects, with regards to fishing, but within a specified area, the proposal of the Chief Executive, Rodrigues Regional Assembly formerly Departmental Head for Environment that the division and its activities be more appropriately integrated under the Fisheries Division is warranted.

In the light of the foregoing, management has submitted that the Fisheries Division be reorganised into two distinct arms as follows:

- I. Fisheries Protection Service; and
- II. Marine Academy and Research Centre (MARC) to include the Marine Parks Structure and the Fisheries Research and Training Unit Structure.

The Marine Academy and Research Centre (MARC) would have specific responsibilities and functions to ensure optimal performance in the delivery of its objectives.

Against the foregoing background and in the face of the challenges and exigencies ahead of the sector, we concur with management's proposals to reorganise/reengineer the activities/operations of the Fisheries Division to enable the division to fully achieve its prescribed responsibility more efficiently and effectively.

We recommend that (a) the Marine Parks Division be integrated under the Fisheries Division to ensure, among others, optimal performance in the protection, conservation and preservation of the marine environment, and promotion of education, sensitisation and awareness in the fishermen community; and (b) under this new setup, both the Marine Parks and the Fisheries Research and Training Unit structures be integrated and reorganised under a new entity, the Marine Academy Research Centre (MARC).

In the light of the foregoing recommendations, the activities of the Fisheries Division would be reorganised into five distinct units as follows:

**(a) Fisheries Protection Service**

The unit should continue to be responsible for enforcement functions. The Controller, Fisheries Protection Service would be responsible to the Departmental Head.

**(b) Marine Academy and Research Centre (MARC)**

The vision of the Marine Academy and Research Centre (MARC) is to create an enabling environment for better management and adaptation to

environmental/climate changes through sustainable development, exploitation of fisheries and marine resources.

The missions and objectives of the Centre include moving towards a Blue Economy Development approach; carrying out research towards rehabilitation of the lagoon and proper implementation of fisheries projects; empowering fishermen in modern lagoon and off-lagoon sustainable fishing techniques; enhancing awareness of fishermen and the public towards the conservation of marine environment, its resources and the effect of climate change; and providing relevant information for decision-making regarding policy matters.

The centre would have, under its portfolio, four distinct units with specific objectives, as follows:

- (i) **Marine Science & Marine Conservation** – The *Marine Science* Section of the unit would comprise three Laboratories namely Physiochemical Laboratory, Biological Laboratory and Microbiological Laboratory. The Laboratories would be responsible to conduct scientific research on marine ecosystem (mangroves, seagrass and corals), long term monitoring of the water quality and new research concerning the implementation of ocean economy projects; and the *Marine Conservation* Section of the Unit would have a central role in the management of the Marine Parks and Marine Reserves.
- (ii) **Aquaculture** – The Unit would be responsible for the development and monitoring of aquaculture (sea cucumber and sea weed farming projects); and the breeding of local species for the replenishment of the lagoon.
- (iii) **Fisheries Development and Training** – The Unit would have two distinct sections under its responsibility: Training Section and Off Lagoon Development Section. The *Training Section* would provide training to sea users (fishermen, fishmongers, seafarers, sea food processors). On the other hand, the *Off Lagoon Development Section* would develop new fishing techniques; cater for sustainable exploitation of the marine ecosystem; and be responsible for the Fish Aggregating Devices (FAD) fishing.
- (iv) **Marine Resources & Licencing** – The Unit would comprise two sections - The *Licensing Section* to be responsible for the issue of licence and vessel monitoring system and the *Statistical Section* to be responsible for data collection on fisheries resources; analysis and compilation of data; and providing information on the trend of fisheries resources.

## **HEAD, MARINE ACADEMY**

**We propose that the grade of Head, Fisheries be restyled Head Marine Academy and Research Centre,. Appointment thereto should be made by selection from among officers in the Fisheries Protection Officer Cadre not below the rank of Principal Fisheries Protection Officer and in the grades of Scientific Officer/Senior Scientific Officer (Fisheries) and Technical Officer (Fisheries), who possesses a degree in Fisheries science or Marine biology or Marine Science or Biology with Environment Sciences from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and who:**

- (a) reckon -
  - (i) at least eight years' service in a substantive capacity in the Fisheries Protection Officer Cadre; or
  - (ii) at least eight years' service in a substantive capacity in the grade of Technical Officer (Fisheries); or
  - (iii) an aggregate of at least eight years' Service in a substantive capacity in the grades of Scientific Officer/Senior Scientific Officer (Fisheries) , Scientific Officer (Fisheries) and Technical Officer (Fisheries); or
  - (iv) at least four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer (Fisheries); or
  - (v) an aggregate of at least four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer (Fisheries) and in the former grade of Scientific Officer (Fisheries);
- (b) good administrative, leadership and managerial skills;
- (c) good interpersonal and communication skills; and
- (d) wide knowledge in fisheries policy and marine research and development.

The Head, Marine Academy would be responsible to the Chief Executive, Rodrigues Regional Assembly formerly Department Head for the overall management including planning, co-ordination and supervision of all aspects of the work of the Marine Academy and Research Centre as well as the formulation and implementation of fisheries and marine ecosystem policies in Rodrigues; assist and advise the Chief Executive, Rodrigues Regional Assembly on all aspects of the Marine Academy and Research Centre, including the preparation of appropriate fisheries legislation in line with Government policies for the fisheries and marine conservation sectors and the introduction of new technologies needed for the development of fisheries resources; ensure the proper staffing of the various technical sections and make optimum use of human resources in an efficient and effective manner; plan and ensure follow up and timely execution of all approved Government policies and projects; assess the fisheries sector and identify priorities for its development; and compile, systemise and present reports and other information for the Chief Executive, Rodrigues Regional Assembly formerly Departmental Head, as required.

### **TECHNICAL OFFICER (FISHERIES) FORMERLY TRAINING INSTRUCTOR (FISHERIES)**

The Budget Estimates 2018-2019 makes provision for one Training Instructor (Fisheries) on the establishment of the Fisheries Division. Management has proposed that the grade of Training Instructor (Fisheries) be restyled Technical Officer (Fisheries) on the grounds that the grade does not have any prospect of promotion and that the Technical Officer (Fisheries) may perform the duties pertaining to training.

We propose that the grade of Training Instructor (Fisheries), Rodrigues Regional Assembly on the establishment of Fisheries Division be restyled Technical Officer (Fisheries), Rodrigues Regional Assembly.

### **LABORATORY AUXILLIARY (NEW GRADE)**

With the upcoming creation of the Laboratories, Management has equally requested for the creation of a new grade of Laboratory Auxiliary, with an establishment of two posts in the Marine Academy and Research Centre (MARC), who would, among others, be responsible for the general cleanliness of the laboratories and maintenance of the laboratories' instruments, and equipments.

We recommend that a new grade of Laboratory Auxiliary be created on the establishment of the Fisheries Division. Appointment thereto should be made by selection from among candidates who possess at least a pass in Chemistry or Physics at the Cambridge School Certificate or General

Certificate of Education 'Ordinary' level or an equivalent qualification acceptable to the Public Service Commission. Experience in laboratory work would be desirable.

**We propose that Scientific/Technical Staff and officers of the Fisheries Protection cadre who are required to go at sea for placing, maintenance and monitoring of Fish Aggregating Devices (FADs); for research work; training of those fishermen working in the Aquaculture Division, Marine Conservation Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and for afloat patrol and surveillance should be paid a Sea-Going Allowance as follows:**

- (a) one day's pay for working in the open sea for four hours up to 12 hours on working days.**
- (b) one and a half day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**
- (c) one day's pay and one day off for working four to 12 hours on public holidays and Sundays.**

**We propose that Scientific Officers, Technical Officers and officers of the Fisheries Protection Officer cadre, who effectively work outside normal working hours in emergency cases, should be paid an In-Attendance allowance of Rs 125 per hour (at revised quantum).**

**We propose that eligible officers of the Fisheries Protection Service not occupying Government quarters should continue to be paid a monthly Rent Allowance (at revised quantum)**

**We propose the payment of a monthly Special Duty Allowance equivalent to three increments at the initial of their respective salary scales to officers of the Fisheries Protection Service, posted in the Flying Squads.**

**We propose that Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% the normal rate per hour for the hours between 2300 hours and 0500 hours.**

**We propose the payment of appropriate risk allowance to officers of fisheries protection cadre.**

**Officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer possessing a Diploma in Forestry and Fisheries and who have not reached their top salary should be allowed to move incrementally in the master salary scale by one increment provided that they:**

**(a) have been efficient and effective in their performance during the preceding year; and**

**(b) are not under report;**

### **SKIPPER (LAGOON) (NEW GRADE)**

At present the grade of Launch Driver and boatman operate in the same environment performing quite similar duties.

For operational needs, there is a dire need to upgrade the competencies of the employees to respond to the specific nature of their duties, it is considered that there is need to regroup all the five grades into one single grade with a different and upgraded set of qualifications that would streamline the management of their performance and ensure better safety when they are at work to ultimately increase operational efficiency and effectiveness.

**We propose that;**

**The grade of Launch Driver and boatman be merged, restyled and upgraded skipper/Mechanic (Lagoon)**

**Employees will be required to follow a training course leading to the skippers licence or a certificate from a recognized institution for skipper to be organized by the Rodrigues Regional Assembly.**

## **THE FORESTRY DEPARTMENT PROPOSAL**

### **HEAD OF FOREST DEPARTMENT (NEW GRADE)**

#### **We propose the creation of a new grade of Head Forest Department (New Grade).**

Appointment thereto should be made by selection from among officers in the Forest Conservation and Enforcement Cadre not below the rank of Principal Forest Conservation and Enforcement Officer and in the grades of Scientific Officer/Senior Scientific Officer (Forestry) and Technical Officer (Forestry), who possesses a degree in Forest science or any forest related field or Biology with Environment Sciences from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and who:

- (a) reckon -
  - (i) at least eight years' service in a substantive capacity in the Forest Conservation and Enforcement Cadre; or
  - (ii) at least eight years' service in a substantive capacity in the grade of Technical Officer/Senior Technical Officer(Forestry); or
  - (iii) an aggregate of at least eight years' Service in a substantive capacity in the grades of Scientific Officer/Senior Scientific Officer (Forestry) , Scientific Officer (Forestry) and Technical Officer (Forestry); or
  - (iv) at least four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer (Forestry); or
  - (v) an aggregate of at least four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer (Forestry) and in the former grade of Scientific Officer (Forestry);
- (b) good administrative, leadership and managerial skills;
- (c) good interpersonal and communication skills; and
- (d) wide knowledge in fisheries policy and marine research and development.

### **DIVISIONAL FOREST OFFICER (NEW GRADE) - RESTYLING OF THE POST OF HEAD FORESTRY.**

We propose the creation of the post of Divisional Forest Officer (New Grade) on the RRA Forest Department establishment to be in complete alignment with the Forest Conservation and Enforcement cadre of the Forestry Services in the Ministry of Agro - Industry and Food Security of Mauritius. The Divisional Forest Officer should head the Forest Conservation and Enforcement Cadre of the RRA Forest Department, thus restyling the actual post of Head Forestry. Appointment to the post of Divisional Forest Officer (New Grade) should be similar to that in Mauritius. Evanescence of the post of Head Forestry is only agreeable pending creation of the post of Divisional Forest Officer (New Grade).

**Officers in the grades of Forest Enforcement and Conservation Officer and Senior Forest Enforcement and Conservation Officer possessing a Diploma in Forestry and Fisheries and who have not reached their top salary should be allowed to move incrementally in the master salary scale by one increment provided that they:**

**(a) have been efficient and effective in their performance during the preceding year; and**

**(b) are not under report;**

### **TECHNICAL OFFICER/SENIOR TECHNICAL OFFICER (FORESTRY) (NEW GRADE)**

It is being proposed to create the grade of Technical Officer/Senior Technical Officer (Forestry), which already exists on the establishment of the National Park and Conservation service of the Ministry of Agro-Forestry and Food security.

### **SENIOR GARDENER/NURSERY ATTENDANT (NEW GRADE)**

We propose that provision be made for the creation of a new grade of Senior Gardener/Nursery Attendant, already existed on the establishment of the Forestry services of the Ministry of Agro-Forestry and Food security. This will enhance the service offered as the Rodrigues Regional Assembly is willing to revive all forest reserve of Rodrigues.

**We propose that officers of the Forest Conservation and Enforcement cadre who regularly use their cars on bad roads be paid a Bad Road Allowance at revised quantum.**



**We propose that officers of the Forestry Services be paid a daily all-inclusive allowance, in lieu of overtime, for participating in expeditions to islets and on mountain tops.**

**We propose the payment of a Walking Allowance of Rs 275 monthly to Forest Conservation and Enforcement Officers, Senior Forest Conservation and Enforcement Officers, Principal Forest Conservation and Enforcement Officer, Chief Forest Conservation and Enforcement Officers and Divisional Forest Officers (at revised quantum).**

**We propose that eligible officers of the Forestry Service not occupying government quarters should continue to be paid Rent Allowances (at revised quantum)**

**We propose that a daily all-inclusive allowance including meal allowance of Rs 850 be paid to employees (including workmen's group) who are required to work and stay overnight on offshore islets (at revised quantum).**

## **AGRICULTURAL SERVICES**

Agriculture is one of the main economic pillars of Rodrigues especially through livestock exports to Mauritius main. It is estimated that revenue generated through this activity only turns around Rs 200 M annually.

The Covid-19 pandemic throughout the world has reminded one and all of the importance of producing sufficient food to match local demands and to sustain population growth. This is why it is imperative to reinforce the local agricultural sector to heighten the food security level of the island.

In the 2020/2021 budget speech, the Chief Commissioner has put in place valuable measures to migrate Rodrigues towards a state with food sovereignty. The major parts of funding (Rs 80 M) has been dedicated to the Commission for agriculture to realise that strategic intent.

### **Mandate and abilities of the Commission for Agriculture**

The Commission for Agriculture has, through provisions of the Rodrigues Regional Assembly Act 2001, full autonomy to develop, administer and legislate the agricultural sector in Rodrigues. It has the obligations to ensure that sufficient food and food products are made available for use and consumption by the population.

In order to realise the policy decision of bringing Rodrigues to a level of food sovereignty, the Commission for Agriculture shall act as the engine of realisation. The commission shall be in a position to:

- i. critically review its functioning to adapt the new world (post Covid-19) order and norms,
- ii. improve its deliverables to better satisfy the expectations of both producers and the public,
- iii. reengineer the sector for more profitability,
- iv. add in novel technologies and pragmatic solutions to actual and projected problems through agricultural research in view of improving producers interest in the sector,
- v. promulgate necessary regulations and related facilities to bring in a comfortable productivity to sustain sector,

The realisation of above definitely depends on the human resource capacity of the Commission for the Agriculture to properly address the challenges. The RGEA is in favour of a reorganisation/restructuring of the Commission for Agriculture so the commission is properly equipped in terms of human capital to attend the set objectives.

## **Reorganisation/restructuring of the Agricultural Research and Extension Service (ARES)**

The RRA has in its document '*Review of Organisation Structures at the RRA*' part 1 volume VII dated April 2009 made the following proposals for the reorganisation/restructuring of the Agriculture Department. The department will operate via five (5) distinct divisions, namely:

- a) Livestock and Veterinary division,
- b) Crop division,
- c) Extension Service division,
- d) Project and Information
- e) Infrastructure, Land Mechanisation and Irrigation division

Each division is called to be headed by a Divisional Manager and manned with a team of professionals, technical cadres and workmen to successfully plan, manage and implement activities/projects related to the each division.

### **Agricultural Support Officers (ASO) and Senior Agricultural Officers SASO)**

The PRB report 2016 made provisions for Agricultural Support Officers and Senior Agricultural Officers to proceed in the salary scale of Technical Officer and Senior Technical Officers respectively provided they have read a Diploma in agriculture.

The Commission for Agriculture has eventually provided officers in the two grades possibilities of reading their diploma in Agriculture as stipulated in the recommendations of the PRB 2016 report. However, some SASOs have not read their diploma completely as they were facing difficulties to cope with the programme and had to exit the course.

The issues that arise are:

1. Whether the duties of these SASOs without diploma in agriculture should be restricted to the duties of Senior Technical Staff?
2. Shall they cover duties of Technical Officers/Senior Technical Officers even if they are not being paid for that?
3. Can they act as supervisors for ASOs having read their diploma in agriculture and having already moved in the scale of Technical Officer

It is being proposed that SASOs who have not completed their Diploma in Agriculture be **allowed to move 2 increments** on their top salary scale so that they can perform the broaden duties of SASO fully.

## **FIELD ASSISTANT TO BE RESTYLED AND UPGRADED AGRICULTURAL FIELD OFFICER**

Field Assistant exist in Rodrigues before the year 1980. Almost a vestige of colonial era. Recruited as Agricultural Trainee and confirmed as Field Assistant after 2 years training in various Agricultural Field. Considered as the “Engine” and Corner stone of the Extension Service up to date.

They are currently assisting Technical Officers and Scientific Officers in Field, Extension and scientific works.

The grade and scheme of Field Assistant have not been considered and has been left aside from successive preceding PRB report, compared to other grade in the department. (See Annexed Comparison table).

The scheme of duties & salary scale has not been updated/upgraded or revised since 1975; though the actual tasks and duties carried out/ performed at dates has significantly evolved and increased since then.

The post of Field Assistant has been made evanescent in Mauritius since PRB report 1998.

The BCA consulting Report in April 2019 on Review of Organisation Structures, Part I Volume III ( Pg 32 , Paragraph 4.7.1.88 to 4.7.1.97) and under the Appendix (Scheme of Service) for the Agriculture department (Extension Services Division) has proposed to restyle the grade of Field Assistant (Rodrigues) to Research and Extension Officer to meet the target sets for 2030 ,taking into consideration the changes in the current system of Extension and the need to improve effective and timely service delivery to farmers.

Management and staff have welcomed this proposal; considering that the ARES is revamping its services.

The change in the current system of extension has required more responsibilities and duties from Field Assistant (Rodrigues) where the current scheme of duty do not fit/meet the purpose & requirements of the new ARES structure anymore and duties carried out go beyond the current scheme of duties.

The duties currently carried out by Field Assistants in Rodrigues has already evolved.

In the common sense, it is expected that Field Assistant would have new responsibilities and would have to intensify the participatory approach to enhance demand-based research. As such, research and extension would be the corner stone for effective service delivery to farmers to increase the variety of products, productivity and quality while maintaining ecosystem balance and the environment.

It is to be noted that Field Assistants in post reckoned at least 15 years of service where the oldest one has 40 years of service. A majority of officers in the post are under the Age of 45 years old.

Field Assistants have had the opportunity to upgrade their academic qualification to the diploma level most recently.

Prospects of careers and promotions for youngsters and new recruits ( if any) is very limited in the current condition of service , which do not create motivation to join the extension services and deliver services to farmers optimally.

Consequently, taking into consideration the new evolution and challenges of the Extension Services and the duties being currently being performed , Officers of the grade of Feld Assistant (Rodrigues) has discussed and analysed their current situation and has come up with the following proposals;

### **AGRICULTURAL FIELD OFFICER**

**We Propose that:**

**The grade of Field Assistant (Rodrigues) should be restyled, revised and upgrade to Field Officer (Agriculture). Field Officer ( formerly Field Assistant) , possessing a diploma in Agriculture or related field be allowed to move beyond the Qualification Bar (QB) inserted in their respective revised salary scale; and**

**In future, appointment to the grade of Field Officer (Agriculture) be made by selection from among candidates possessing a Diploma in Agriculture or related field.**

**Newly recruited Field Officer possessing a diploma in Agriculture should join the recommended salary scale at salary point Rs. 19575.**

**The duties of the newly restyled grades of Field Officer should be enlarged to include those of Technical Officer (Personal) and Senior Technical Officer respectively.**

**The salary scale for the post of Agricultural Field Officer shall be same as for Agricultural Support Officer**

**Field Officer**

**SALARY: Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 QB 32500 x 925 – 37125 x1225 - 40800 x1525 – 42325**

## **LABORATORY**

The Commission for Agriculture presently house three (3) mini laboratories to perform basic tests on livestock and veterinary specimens, soil samples and food samples. In the organisation structure of the commission, there exist two posts related to the operationalisation of these mini laboratories, namely:

- a) Agricultural Laboratory Technician (ALT) – 3 post and 1 filled,
- b) Laboratory Technologist (LT) – 1 post and not filled.

The Agricultural Laboratory Technician currently in post is attached to the Veterinary section of the ARES while the two other mini laboratories have no ALT attached to them.

Food test is being performed by an ASO possessing a Master Degree in Food Science against payment of an ad-hoc allowance.

We propose that a post of **Scientific Officer/Senior Scientific Officer Laboratory** be added on the establishment of the Commission for Agriculture. The role of the officer should be to run tests on food samples, soil samples and crops samples including pesticides residues testing and milk quality.

## **PROPOSAL**

In light of the above, we further propose the creation of a post of **Senior Agricultural Laboratory Technician (SALT)** so as to ensure the following duties:

- i. assisting Scientific Officers and Veterinary Officers in the preparation and running of tests in laboratory and field research,
- ii. calibrating and running/operating laboratory equipment,
- iii. implementing maintenance plans and performing minor repairs on equipment,
- iv. analysing bidding documents,
- v. Supervising ALTs

The incumbent shall have at least **4 years' experience** as ALT and possess a **Diploma in Agriculture**. The salary scale of the SALT shall be the same as for Technical Officer (Agriculture)

## **WORKMENS GROUP**

We recommend that incumbents in the Workmen's Group-General who are called upon to collect and deposit keys at Police Stations be paid a monthly non-pensionable allowance(quantum of allowance should be revised)

Management should consider that a Risk Assessment Exercise should be carried out by to identify instances whereby incumbents in a particular grade in the workmen's group are exposed to higher than the normal risk as compared to their colleagues and submit same to the Bureau for consideration

The Bureau recommends that incumbents in the grades of Cook (Roster), Senior Cook and Head Cook on the establishment of the various Ministries/Departments be paid a monthly risk allowance equivalent to one and a half increments of their respective salary scale.

We recommend that incumbents in the School Caretaker cadre who are assigned the task of cleaning Computer rooms/Specialist IT rooms be paid a monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale of the grade of Computer Laboratory Auxiliary *formerly Computer Laboratory Attendant*.

*General worker posted at Lecture theatre of Mont Plaisir should be paid a monthly adhoc allowance as determined by the Bureau.*

### **We also propose the following**

- Allowance for Making Tea
- Allowance for Washing of towels/Tablecloth
- Allowance to Office Care Attendant Cadre for making Bulk Photocopies
- Employees in the Workmen's Group General be paid a monthly non-pensionable allowance for the cleaning of lavatories. Wherever the lavatories are used by members of the public and the cleaning is done twice daily, incumbents should be higher.

### **Security Guards**

Unlike other employees in the Workmen's Group whose normal working week are 40 hours, Security Guards are required to put in 60 hours per week and are entitled to two days leave with full pay each month over and above casual or vacation leave.

**We propose that Security Guards should continue to be granted two days leave with full pay each month over and above casual and vacation leave.**

### **Tradesman's Assistant**

We propose that Tradesman's Assistants who have successfully completed the NTC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade are being paid a nonpensionable allowance equivalent to two increments at the point they have reached in the salary scale of the grade to be read from the Master Salary Scale, pending their appointment to the grade of Tradesman

**We additionally propose that any new recommendation as regards to conditions of service that will be made for the civil service in Mauritius be inserted in the report for the Rodrigues Regional Assembly.**

### **GENERAL**

**We further propose the establishment of a uniform committee to be set up by the Rodrigues Regional Assembly to deal with issues of uniform and safety equipment to be provided to eligible officers.**