

1. OFFICE OF THE PRESIDENT

- 1.1 The Office of the President, established under Section 28 of the Constitution of Mauritius, assists the President of the Republic in carrying out his constitutional/official obligations and ensures the maintenance and upkeep of the State House. Its functions are, among others, to: issue writ of Elections; organise the protocol to put in place a Government of the day and the Leader of the Opposition after General Elections; receive dignitaries at the level of Head of State, Ministers and Ambassadors; and appoint Commissions of Inquiries.
- 1.2 A Permanent Secretary is assigned the duties of the Secretary to the President and is responsible for the day-to-day running of the Office. She is assisted in her duties by officers of the Administrative Cadre and other supporting staff.
- 1.3 The Bureau did not receive any representation from the staff/union. Management's main proposals consisted of the creation/restyling of grades; and grant of clothing allowance to all officers working for events at the Office. During consultation, Management was apprised of our stand in most of its proposals and those deemed relevant have been entertained.
- 1.4 The Bureau equally took cognisance that the scheme of service of a few grades do not reflect the reporting line and actual requirements of the job. **Management was, therefore, advised to address same by amending the schemes of service of the grades concerned, to which it concurred.**
- 1.5 After examining all the proposals, we consider that there is need to consolidate the structure with the creation of a grade of Senior Maintenance Officer. However, we are abolishing the grades of Driver (on roster – day and night) and Assistant Maintenance Officer since there is no need for such levels. With regard to existing provisions, same are being retained. We are recommending along these lines.

Secretary to the President

- 1.6 As per present provision, a Permanent Secretary is assigned the duties of Secretary to the President to, *inter alia*, advise the President of the Republic in carrying out his constitutional/official obligations; and be responsible for the overall day-to-day administration of the Office. Since this arrangement is still valid, **we are maintaining it.**

MAINTENANCE UNIT

- 1.7 The Maintenance Unit of the Office of the President is responsible for the upkeep of buildings and floor areas within the premises of the State House. It undertakes and supervises all maintenance-related projects, ensures the preservation of existing infrastructure, monitors the performance of employees outposted to the Office and oversees the smooth running of official events held at the State House. The Unit is headed by a Maintenance Officer who is generally supported by an Assistant Maintenance Officer.
- 1.8 A common representation was submitted by Management and Union for the revision of salaries pertaining to the Maintenance Officer Cadre. Union further advocated for the introduction of targeted training programmes and the grant of duty exemption on a car for the Maintenance Officer, in view of the exigencies of duty. Management, on its part, proposed the creation of a senior level to strengthen the structure of the Maintenance Officer Cadre. Additionally, concern was raised regarding persistent recruitment difficulties for the post of Assistant Maintenance Officer. It was reported that the post has remained vacant since November 2021, despite successive advertisements issued by the Public Service Commission, all of which proved unsuccessful.
- 1.9 Having taken into account the specific operational requirements of the Office of the President and following an assessment of the function devolving upon officers of the Maintenance Officer Cadre, we are reviewing the structure.

Maintenance Officer (Office of the President) ***formerly Maintenance Officer***

Recommendation 1

- 1.10 We recommend that the grade of Maintenance Officer be restyled Maintenance Officer (Office of the President).
- 1.11 We also recommend that:
- (i) incumbents in the grade of Maintenance Officer (Office of the President) *formerly Maintenance Officer*, in post as at 31 December 2025, should be granted one additional increment on conversion at the salary point reached, subject to the top salary of the grade; and
 - (ii) the grade of Assistant Maintenance Officer be abolished.

Senior Maintenance Officer (Office of the President) (New Grade)

Recommendation 2

- 1.12 We recommend the creation of a grade of Senior Maintenance Officer (Office of the President). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Maintenance Officer (Office of the President) *formerly Maintenance*

Officer who reckon at least five years' service in a substantive capacity in the grade.

- 1.13 Incumbent would be responsible to the Secretary to the President or any other designated officer for the proper upkeep, preventive and corrective maintenance and smooth running of facilities at the Office of the President and would be required to, among others: be in charge of all projects at the Office of the President including projects at the President's residence; assist in feasibility studies and preparation of tender documents; and supervise the organisation of the necessary accommodation required during functions held at the State House.

Abolition/Reinstatement of Grade

- 1.14 Management has submitted that the grade of Driver (on roster – day and night) which was created in the PRB Report 2021 be abolished. We are recommending accordingly.

Recommendation 3

- 1.15 **We recommend that the grade of Driver (on roster – day and night) on the establishment of the Office of the President be abolished.**
- 1.16 **We further recommend that the grade of Driver (Personal) be reinstated.**

Pattern of Work

- 1.17 Officers in the grade of Maintenance Officer (Office of the President) *formerly Maintenance Officer* are required to work at staggered hours. This element has been taken into consideration in arriving at the salary recommended for the grade.

OFFICE OF THE PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 116	Rs 166000 Secretary to the President
08 067 084	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050 Personal Secretary

Salary Code	Salary Scale and Grade
26 067 085	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Maintenance Officer (Office of the President) (New Grade)
26 050 082	Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 Maintenance Officer (Office of the President) <i>formerly Maintenance Officer</i>
11 055 080	Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 Household Supervisor
11 041 068	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960 Housekeeper
11 028 062	Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 Housekeeper's Assistant
24 049 079	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400 Chef
24 038 074	Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 Assistant Chef (on roster)
24 035 064	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080 Butler, Office of the President
24 035 062	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 Senior Assistant Butler

Salary Code	Salary Scale and Grade
24 025 057	Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 – 34160 QB 34720 x 560 - 35280 Assistant Butler (on roster)
24 035 063	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 Driver (Heavy Vehicles above 5 tonnes)
24 027 060	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver
24 041 061	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 Head Gardener/Nursery Attendant Personal Attendant
24 027 056	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720 Senior Gardener/Nursery Attendant
24 024 054	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Gardener/Nursery Attendant
24 022 052	Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Handy Worker (Special Class)
24 020 050	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 Handy Worker
24 020 049	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365 Laundry Attendant Sanitary/Cleaning Attendant Sanitary Attendant (Personal)

Salary Code	Salary Scale and Grade
24 001 047	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615 General Worker
