

18. EMPLOYEES' WELFARE FUND

- 18.1 Established as a corporate body in 1995, the Employees' Welfare Fund (EWF) operates under the *aegis* of the Ministry of Finance. Its prime objects are to manage the financial and other resources of the Fund and cater for the welfare, leisure and recreational needs of employees working in the public and private sectors and their families.
- 18.2 The structure of the EWF provides for a General Manager at the apex, who is responsible for the smooth running of the Fund and the execution of the policies of the Board. He is supported in his tasks by a Deputy General Manager as well as an array of technical, professional and support staff at various levels. The EWF also has an office in Rodrigues.
- 18.3 For this review, Union and Management have many proposals in common and these pertain, among others, to the creation of several levels to reinforce the Finance, Procurement and Supply, Information Technology, Human Resource and Project and Welfare Units. In addition to these common proposals, Management also requested for the review of the schemes of service of several grades including that of the Deputy General Manager.
- 18.4 Both parties were apprised during the consultative meetings of the reasons as to why certain of the proposals could not be retained. Based on organisational requirements, we are further enhancing the structure with the creation of the grades of Procurement and Supply Officer, Assistant Procurement and Supply Officer, Welfare Support Officer, Public Relations Officer and Clerical Officer (Rodrigues). We are also providing for the grade of Gardener as well as enlarging the qualifications requirement of the grade of Deputy General Manager.

Procurement and Supply Unit

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

Procurement and Supply Officer (New Grade)

Recommendation 1

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

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

Assistant Procurement and Supply Officer (New Grade)

Recommendation 2

- 18.8 **We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Welfare Support Officer (New Grade)

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

Recommendation 3

18.10 **We recommend:**

- (i) **the creation of a grade of Welfare Support Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Management or Communication or Marketing or Social Studies or an equivalent qualification and reckoning at least two years' relevant experience; and**
 - (ii) **that the grade should only be filled upon complete phasing out of the grade of Technical Officer (Personal).**
- 18.11 The Welfare Support Officer would be required, *inter alia*, to: provide assistance in the Project and Welfare Unit; prepare daily, weekly and monthly plan of activities as per departmental objectives; assist in the identification, planning and organisation of welfare awareness activities and projects throughout the island; prepare follow-up and monitoring reports; and liaise with Government Agencies, Non-Governmental Organisations and Welfare Funds in view of developing collaborative partnerships for the identification and implementation of welfare projects and schemes.

Public Relations Officer (New Grade)

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

internal and external communication of the EWF. However, the Bureau considers that at this stage a grade of Public Relations Officer at operational level would be more appropriate for the organisation than a grade at degree level and is recommending accordingly.

Recommendation 4

18.13 We recommend the creation of a grade of Public Relations Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Communication or Journalism or Public Relations or an equivalent qualification and reckoning at least five years' experience in the field of communication.

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

Clerical Officer (Rodrigues) (New Grade)

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

Recommendation 5

18.16 We recommend the creation of a grade of Clerical Officer (Rodrigues). Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts; and a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".

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

Gardener (New Grade)

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

Recommendation 6

- 18.19 **We recommend the creation of a grade of Gardener. Appointment thereto should be made by selection from among serving officers on the permanent and pensionable establishment of the EWF who possess the Certificate of Primary Education or Primary School Achievement Certificate and reckon at least four years' experience in gardening and nursery techniques.**
- 18.20 Incumbent would, among others, be responsible for the spraying, pruning and maintenance of plants including endemic plants; general cleaning using different tools and equipment; preparing beds for sowing seeds; and carrying out regular trimming of trees and use gardening techniques including application of insecticides, pesticides and fertilisers to maintain different types of plants.

IT Analyst/Senior IT Analyst formerly IT Officer

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

Recommendation 7

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

Scheme of Service - Deputy General Manager

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

Recommendation 8

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

18. EMPLOYEES' WELFARE FUND SALARY SCHEDULE

EWF 1	:	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 Handy Worker
EWF 2	:	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Gardener (New Grade)
EWF 3	:	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280 Office Auxiliary/Senior Office Auxiliary <i>formerly Office Attendant</i>
EWF 4	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver/Office Auxiliary <i>formerly Driver/Office Attendant</i>
EWF 5	:	Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 Receptionist/Public Relations Assistant Receptionist/Telephone Operator
EWF 6	:	Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Clerical Officer <i>formerly Clerical Officer/Higher Clerical Officer</i> Clerical Officer (Rodrigues) (New Grade)
EWF 7	:	Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Management Support Officer

18. EMPLOYEES' WELFARE FUND (Contd)

- EWF 8 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Finance and Loan Officer
- EWF 9 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Accounts Clerk
Assistant Procurement and Supply Officer (New Grade)
- EWF 10 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Internal Audit Officer
formerly Internal Control Officer
- EWF 11 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Confidential Secretary
- EWF 12 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Procurement and Supply Officer (New Grade)
- EWF 13 : Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**
Office Management Assistant
formerly Higher Executive Officer
- EWF 14 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Senior Finance and Loan Officer
- EWF 15 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
Legal Support Officer
Public Relations Officer (New Grade)
Welfare Support Officer (New Grade)
- EWF 16 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
Administrative Assistant

18. EMPLOYEES' WELFARE FUND (Contd)

- EWF 17 : Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**
ICT Technician (Roster)
- EWF 18 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**
Accounting Technician/Senior Accounting Technician
- EWF 19 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Administrative Secretary
Chief Finance and Loan Officer
Human Resource Management Officer
Legal Management Officer
Project and Welfare Management Officer
Technical Officer (Personal)
- EWF 20 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
IT Analyst/Senior IT Analyst
formerly IT Officer
- EWF 21 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
- EWF 22 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Administrative Manager
Project and Welfare Manager
- EWF 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**
Deputy General Manager
- EWF 24 : Rs 150000**
General Manager



