30. ISLAMIC CULTURAL CENTRE

30.1   The Islamic Cultural Centre (ICC) has been established as a corporate body under the Islamic Cultural Centre Trust Fund Board Act of 1989. Its main responsibility is to preserve and promote Islamic Arts and Culture in Mauritius while elevating public awareness and appreciation of Islamic history, cultural as well as artistic heritage.

30.2   Its objectives, among others, are to: collect, publish and disseminate valuable information on Islamic art and culture through the establishment of educational and welfare institutions affiliated to the ICC; organise lectures, seminars, workshops, exhibitions and any other activities; and provide facilities for documentation and research.

30.3   A Director is at the apex of the Centre and is responsible for its control and management. In the discharge of his functions, he is assisted by the Secretary/Treasurer, Hadj/Programme Officer and other supporting grades.

30.4   In its submission, Management requested for the creation of the grades of Hadj Administrator, IT Officer and ICT Technician. The Bureau has examined the requests and holds that creation of the grade of Hadj Administrator is not warranted at this stage. Nevertheless, to cope with the growing workload arising out of Hadj related activities, **the Bureau considers that it would be more appropriate for Management to increase the establishment size of the grade of Hadj/Programme Officer**.

30.5   Considering the digitalisation of the processes relating to applications for Hadj Programmes, we are, in this Report, providing the grades of IT Analyst and ICT Technician to facilitate the proper functioning of the Centre's IT System.

IT Analyst (New Grade)

Recommendation 1

30.6   We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties to be performed should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

ICT Technician (New Grade)

Recommendation 2

30.7   We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Studies or an equivalent qualification.

30.8   Incumbent would be required, *inter alia*, to: implement, support and maintain the IT System at the Centre; install and configure hardware and common

PC-related software; provide preventive measure and technical support; operate computer systems; commission IT equipment; troubleshoot computer hardware and software; and be responsible for the updating and maintenance of the website of ICC.

Abolition of Grade

30.9   As the grade of Executive Officer (Personal) is vacant, **we are abolishing it.**

30.   ISLAMIC CULTURAL CENTRE
SALARY SCHEDULE

ICC 1   :   Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

ICC 2   :   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
  formerly Office Attendant

ICC 3   :   Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver
Driver/Office Auxiliary
  formerly Driver/Office Attendant

ICC 4   :   Rs 25145 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

Handy Worker (Multi-skilled)

ICC 5   :   Rs 25445 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 - 44960

Receptionist/Word Processing Operator

ICC 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

Clerk/Word Processing Operator
Library Clerk

ICC 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

ICC 8   :   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

Hadj/Programme Officer

30.   ISLAMIC CULTURAL CENTRE (Contd)

ICC 9   **:**   **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

ICC 10   **:**   **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**

Accounts Officer

ICC 11   **:**   **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**

ICT Technician (New Grade)

ICC 12   **:**   **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**

Secretary/Treasurer

ICC 13   **:**   **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 - 77750**

IT Analyst (New Grade)

ICC 14   **:**   **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Director

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