

## 45. MAURITIUS EXAMINATIONS SYNDICATE

- 45.1 The Mauritius Examinations Syndicate (MES) operates under the *aegis* of the Ministry of Education and Human Resource, as a corporate body with the main objectives of conducting examinations and assessments at all levels consistent with national policies. It aims at establishing itself as a leading institution in the fields of examinations, assessment and evaluation, both in Mauritius and in the region.
- 45.2 The MES is headed by a Director, who is the principal academic and Administrative Officer responsible for the day-to-day management of the Syndicate. The latter is assisted in his functions by Deputy Directors and incumbents of the technical and administrative units.
- 45.3 For this review, the main proposals of Union relate to creation of grades and restyling or merging of certain others. Management also laid emphasis on the creation of grades to which its attention was drawn on the necessity for filling vacant positions in the first instance so that the effectiveness of the current structure could be assessed.
- 45.4 After examination of the proposals and on the basis of additional information received, the Bureau considers that there is need to further reinforce the organisation structure. We are, therefore, providing for new levels in the Finance and Maintenance departments. As regards compensation to senior officers who are not eligible for overtime but are required to work beyond their normal working hours, appropriate recommendation related thereto has been made in Volume 1.

### Accountant (New Grade)

- 45.5 Both Management and the staff side have requested for the creation of a grade of Accountant/Senior Accountant for segregation and supervision purposes. The Bureau has studied the proposal and is recommending accordingly.

### Recommendation 1

- 45.6 **We recommend the creation of a grade of Accountant. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions.**
- 45.7 Incumbent would be required to, among others, assist in the supervision of all financial and accounting systems of the Syndicate; maintain proper financial control procedures; maintain proper accounting records for loan transactions; monitor the performance and deliverables of the accounting staff; keep Renewals Fund Registers, records of assets of the organisation and insurance transactions; assist in the monitoring of banking and investment activities of the organisation; and maintain Cash Book and Fixed Asset Register of the organisation.

**Assistant Financial Operations Officer (New Grade)**

- 45.8 Union members have also requested for the restyling of the grade of Accounts Clerk to Assistant Financial Operations Officer to be in line with what obtains in other Educational Institutions. The request could not be acceded to as the mode of appointment to the grades of Accounts Clerk and Assistant Financial Operations Officer differ. Upon thorough examination of the request, the Bureau is, however, providing for the grade of Assistant Financial Operations Officer and making the grade of Accounts Clerk evanescent.

**Recommendation 2**

- 45.9 **We recommend the creation of a grade of Assistant Financial Operations Officer. Appointment thereto and the duties should in line with the recommendations made in the Chapter on Observations and General Provisions.**

- 45.10 **We further recommend that:**

- (i) **the grade of Accounts Clerk be made evanescent; and**
- (ii) **consequential amendments be brought to the scheme of service of the grade of Financial Operations Officer such that, henceforth, appointment thereto be made by selection from among Accounts Clerk (Personal) and Assistant Financial Operations Officer reckoning at least four years' service in a substantive capacity in their respective grade.**

**Maintenance Section****Handy Worker (Multi-Skilled) (New Grade)**

- 45.11 Management explained that currently there is only one incumbent in the grade of Maintenance Officer and the latter is responsible for the maintenance of MES's buildings as well as marking centres situated outside the compound of MES. They further averred that the need is felt for an appropriate level to assist the Maintenance Officer in the discharge of his/her duties. We are making appropriate recommendation in that direction.

**Recommendation 3**

- 45.12 **We recommend the creation of a grade of Handy Worker (Multi-Skilled). Appointment thereto should be made by selection from among candidates possessing the National Trade Certificate (Level 3) or the National Certificate (Level 3) in any one of the following trades: Electrical Plumbing and Pipe Fitting, Painting, Masonry Work, Carpentry, Mechanical, Welding and reckoning at least two years' relevant experience in any two trades mentioned above.**

- 45.13 Incumbent would, among others, be required to: make regular inspections of existing infrastructure and report to the Maintenance Officer for remedial action to be taken; make arrangements for the repairs of plant, furniture and equipment;

guide, supervise and control maintenance staff, including General Workers and Gardeners; ensure that safety and precautionary measures relating to water and electricity infrastructure are observed and assist the Maintenance Officer in his duties.

### **IT Analyst**

**formerly IT Officer**

**Systems Administrator**

**Systems Analyst**

- 45.14 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades bearing different appellations across Parastatal Bodies and has noted significant overlapping of duties and responsibilities. For the sake of harmonisation, we are restyling these grades to appropriate appellation.

### **Recommendation 4**

- 45.15 We recommend that the grades of IT Officer, Systems Administrator and Systems Analyst be restyled to IT Analyst.**

### **Movement in Master Salary Scale**

- 45.16 Officers in the grades of Senior Financial Operations Officer (Future Holder), Senior Procurement and Supply Officer (Future Holder) and Human Resource Officer/Senior Human Resource Officer possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendations thereto related made in the Chapter on Observations and General Provisions should be applicable.**

### **Allowance to Confidential Secretary**

- 45.17 Presently, the Confidential Secretary attached to the office of the Director, MES, is called upon to work regularly over and above the normal working hours and is exceptionally paid a monthly *adhoc* allowance. This provision is being maintained.

### **Recommendation 5**

- 45.18 We recommend that the Confidential Secretary attached to the office of the Director, MES, and who is called upon to work regularly over and above the normal working hours, should exceptionally be paid a monthly *adhoc* allowance along the same lines as Confidential Secretaries posted with Ministers, Junior Ministers, officers at the level of Permanent Secretary and above and the Cabinet's Office in the Civil Service.**

**45. MAURITIUS EXAMINATIONS SYNDICATE****SALARY SCHEDULE**

|               |          |   |
|---------------|----------|---|
| <b>MES 1</b>  | <b>:</b> | <b>Rs 30265</b><br>Safety and Health Officer (Part-time)  |
| <b>MES 2</b>  | <b>:</b> | <b>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</b><br>General Worker   |
| <b>MES 3</b>  | <b>:</b> | <b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040</b><br>Surveillant  |
| <b>MES 4</b>  | <b>:</b> | <b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b><br>Gardener   |
| <b>MES 5</b>  | <b>:</b> | <b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720</b><br>Examinations Attendant   |
| <b>MES 6</b>  | <b>:</b> | <b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720</b><br>Senior Gardener  |
| <b>MES 7</b>  | <b>:</b> | <b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b><br>Driver   |
| <b>MES 8</b>  | <b>:</b> | <b>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 - 38215</b><br>Binder   |
| <b>MES 9</b>  | <b>:</b> | <b>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</b><br>Receptionist/Telephone Operator                                    |
| <b>MES 10</b> | <b>:</b> | <b>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</b><br>Handy Worker (Multi-Skilled) (New Grade)<br>Handy Worker/Tradesman |
| <b>MES 11</b> | <b>:</b> | <b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110</b><br>Senior Examinations Attendant  |

**45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 12 : 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**  
 Technical Assistant (Computer)  
 Technical Assistant (Electrical Installation and Maintenance)  
 Technical Assistant (Laboratories)  
 Technical Assistant (Printing)
- MES 13 : 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  
 Examinations Clerk
- MES 14 : Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**  
 Security Officer
- MES 15 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**  
 Foreman
- MES 16 : Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**  
 Assistant Head of Printing
- MES 17 : 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 (Personal)  
 Assistant Financial Operations Officer (New Grade)  
 Assistant Procurement and Supply Officer  
 Data Processing Assistant  
 Examinations Assistant
- MES 18 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**  
 Senior Security Officer
- MES 19 : 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*

**45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 20 : 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
- MES 21 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**  
Financial Operations Officer  
Procurement and Supply Officer  
Senior Data Processing Assistant  
Senior Examinations Assistant
- MES 22 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**  
Senior Confidential Secretary (Personal)
- MES 23 : 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**  
Human Resource Officer/Senior Human Resource Officer
- MES 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**  
Senior Financial Operations Officer (Future Holder)  
Senior Procurement and Supply Officer (Future Holder)
- MES 25 : 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**  
Documentation Officer  
ICT Technician  
*formerly Computer Technician*  
Maintenance Officer
- MES 26 : Rs 32190 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**  
Programmer
- MES 27 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**  
Senior Financial Operations Officer (Personal)  
Senior Procurement and Supply Officer (Personal)

**45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 28 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**  
Examinations Superintendent  
Head of Printing
- MES 29 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**  
Research and Development Assistant  
Senior Programmer
- MES 30 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**  
Principal Financial Operations Officer
- MES 31 : 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 Officer
- MES 32 : 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  
*formerly IT Officer*  
*Systems Administrator*  
*Systems Analyst*
- MES 33 : 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 - 77750**  
Accountant (New Grade)  
Human Resource Management Officer
- MES 34 : Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**  
Examinations Officer (Administration)  
Examinations Officer (Data Processing)  
Research and Development Officer
- MES 35 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**  
Manager (Procurement and Supply)
- MES 36 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**  
IT Manager

**45. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 37 : Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**  
Senior Examinations Officer (Administration)  
Senior Examinations Officer (Data Processing)  
Senior Research and Development Officer
- MES 38 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**  
Financial Manager
- MES 39 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**  
Administrative/Deputy Secretary
- MES 40 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**  
Principal Examinations Officer  
Principal Research and Development Officer
- MES 41 : Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**  
Secretary
- MES 42 : Rs 134000**  
Deputy Director
- MES 43 : Rs 150000**  
Director

