

44. MAURITIUS EMERGING TECHNOLOGIES COUNCIL

- 44.1 Established in 2021, the Mauritius Emerging Technologies Council (METC) is a newly set up body corporate operating under the umbrella of the Ministry of Information Technology, Communication and Innovation. Its mission is to advise on and implement forward-thinking policies; promote technology integration for economic and social advancement; and drive research that anticipates future needs.
- 44.2 In fulfilling its mission the METC is required, among others, to act as a Centre of Excellence for emerging technologies; coordinate Government strategies to encourage the adoption of emerging technologies and foster collaboration and knowledge exchange; establish links between research, innovation and intellectual property to support the knowledge economy; and drive entrepreneurship and growth, supporting start-ups and researchers in launching successful business in collaboration with the private sector.
- 44.3 The overall responsibility of the METC befalls an Executive Director who is responsible for the administration of the Council. He is supported by officers employed on a contractual basis.
- 44.4 With a view to enabling the METC to operate with maximum efficiency, proposals have been made for the creation of an array of grades in the professional, technical and administrative fields. These proposals were discussed with Management and consideration was also given to operational requirements supported by justifications. Subsequently, we have provided a fit-for-purpose structure in line with the grading structure available in the Public Sector. Management should, however, ensure that there is no duplication between the duties of established grades and those on contractual basis.

Executive Director (New Grade)

Recommendation 1

- 44.5 **We recommend the creation of a grade of Executive Director. Appointment thereto should be made by selection from among candidates possessing a Masters' Degree in the field of Information Technology or an equivalent qualification and reckoning at least 10 years' post-qualification experience at a senior management level.**
- 44.6 Incumbent would be required, among others, to advise the Council on all matters concerning the formulation of national policies and strategies in emerging technologies; foster, promote and coordinate the application of emerging technologies in line with national, economic and social objectives; promote commercial utilisation of emerging technologies and facilitate technology transfer in the national interest; and be well informed of trends in emerging technologies and other related fields with a view to adopting new

concepts for the technological, scientific, economic and social development of Mauritius.

Manager, Centre of Excellence (New Grade)

Recommendation 2

44.7 We recommend the creation of a grade of Manager, Centre of Excellence. Appointment thereto should be made by selection from among candidates possessing:

- (i) a Degree in Computer Science or Information and Communication Technology or a Degree the major part of which should be Computer Science or Information Technology or an equivalent qualification;**
- (ii) a Master's Degree in the field of Information and Communication Technology or an equivalent qualification; and**
- (iii) reckoning at least eight years' experience in the relevant field including at least four years' experience at senior management level.**

44.8 The Manager, Centre of Excellence would be required, *inter alia*, to develop and implement the strategy of the Centre of Excellence and identify and prioritise key areas of focus; develop and deliver training programs and workshops to build capacity in emerging technologies; create and manage a research repository; and organise events, conferences and international symposiums in the area of emerging technologies.

Research and Project Coordinator (New Grade)

Recommendation 3

44.9 We recommend the creation of a grade of Research and Project Coordinator. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Computer Science or Information Technology or an equivalent qualification and reckoning at least five years' post-qualification experience in the technology industry.

44.10 Incumbent would be responsible to the Manager, Centre of Excellence and required, among others, to: serve as the technical advisor for emerging technologies and provide expert guidance on technology trends and their implications; develop and maintain technical documentation and standards in relation to emerging technologies; assess the potential benefits and risks of new technologies and recommend solutions; and identify potential impacts of new technologies on the organisation and propose strategic responses.

Emerging Tech Specialist (New Grade)**Recommendation 4**

- 44.11 We recommend the creation of a grade of Emerging Tech Specialist. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Information and Communication Technology or a Degree the major part of which should be Computer Science or Information Technology or an equivalent qualification and reckoning at least four years' post-qualification experience in the relevant field.**
- 44.12 The Emerging Tech Specialist would be responsible to the Research and Project Coordinator and required, among others, to: drive initiatives to promote awareness and adoption of emerging technologies across different sectors; organise and participate in technology conferences, workshops, and seminars; guide in the development of prototypes and pilot programs that showcase the potential impact of new technologies in various sectors; evaluate and select appropriate software solutions; assess hardware requirements; oversee the establishment and maintenance of the organisation's network infrastructure; and perform research and development in emerging technologies.

Accountant (New Grade)**Recommendation 5**

- 44.13 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 of this Volume.**
- 44.14 Incumbent would be required, *inter alia*, to: be responsible for the general administration of finance and accounting of the Council; prepare revenue and expenditure, final accounts, Annual Budget Estimates and other annual/periodic reports as may be required in compliance with standing legislation and regulations; keep under continuous review the procedures/practices for budget and cost management control; and ensure that financial operations are carried out in accordance with the applicable legislation and regulations.

IT Analyst (New Grade)**Recommendation 6**

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

Research Assistant (New Grade)**Recommendation 7**

- 44.16 We recommend the creation of a grade of Research Assistant. Appointment thereto should be made by selection from among**

candidates possessing a Degree in Computer Science or Information Technology or a Degree the major part of which should be Computer Science or Information Technology or an equivalent qualification and reckoning experience and proficiency in using statistical tools and programs.

- 44.17 Incumbent would be responsible to the Manager, Centre of Excellence and required, *inter alia*, to: collect, compile and interpret large and/or complex data, analyse results using statistical techniques and provide reports in a useful and understandable way; develop and maintain databases and data collection systems and strategies; carry out research and analysis on the various market, compute market shares and assess concentration level; and research and analyse mergers, acquisitions, as well as corporate and shareholder structures.

Administrative Secretary (New Grade)

Recommendation 8

- 44.18 We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Administration and/or Management or an equivalent qualification and reckoning at least two years' post-qualification experience in administrative or managerial duties.**

- 44.19 Incumbent would be required, among others, to: assist the Executive Director in the general discharge of his duties; formulate and implement plans for manpower development, training and policies; draft and prepare agenda, minutes, reports at management and other committee meetings; act as Secretary to the Boards and other Committees; and handle matters having legal implications.

Public Relations Officer (New Grade)

Recommendation 9

- 44.20 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.**

- 44.21 Incumbent would be required, *inter alia*, to: manage all internal and external communications; deal with complaints and queries; handle the communication activities; prepare news/press releases; attend to administrative activities such as press monitoring; organise seminars and workshops; and coordinate events and activities related to the Council.

Confidential Secretary (New Grade)**Recommendation 10**

44.22 We recommend the creation of a grade of Confidential Secretary. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

44.23 Incumbent would be required, among others, to: organise, maintain diaries, make appointments and coordinate the Executive Director's agenda; perform general secretarial duties and facilitate the process of communication between the relevant stakeholders; and be responsible for ensuring that deadlines are met, and appointments are honoured.

Procurement and Supply Officer (New Grade)**Recommendation 11**

44.24 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.

44.25 Incumbent would be required, *inter alia*, to: be responsible for procurement, supply, storekeeping, and stock control duties in accordance with approved rules and regulations; submit proposals for reviewing procurement procedures; advise on matters relating to procurement and supply management; and ensure warehouse and stock control operations.

Assistant Procurement and Supply Officer (New Grade)**Recommendation 12**

44.26 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.

Assistant Financial Operations Officer (New Grade)**Recommendation 13**

44.27 We recommend the creation of a grade of Assistant Financial Operations 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.

Clerk/Word Processing Operator (New Grade)**Recommendation 14**

44.28 We recommend the creation of a grade of Clerk/Word Processing Operator. 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; 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; a Certificate in typewriting at a speed of at least 25 words per minute; and a Certificate in Word/Data Processing.

- 44.29 Incumbent would be required, *inter alia*, to: prepare, scrutinise and process documents/cases; type and collate general office correspondence and documents; maintain files, forms, reports and other materials; receive, sort and process mail and prepare materials; photocopy reports and other documents; operate telefax and email services; carry out computer/data processing work; and update information in a computer system.

Receptionist/Telephone Operator (New Grade)

Recommendation 15

- 44.30 **We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained at one sitting or passes in at least five subjects with at least Grade C in English and French on one Certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification.**

- 44.31 Incumbent would be required, among others, to: operate the telephone switchboard (PABX) and respond to all incoming telephone calls received at the Council; assist callers; operate the reception counter; maintain an up-to-date register of all visitors calling at the organisation; maintain a register for the bookings of conference rooms; and ensure that calls and messages are properly noted and communicated to officers concerned.

Driver/Office Auxiliary (New Grade)

Recommendation 16

- 44.32 **We recommend the creation of a grade of Driver/Office Auxiliary. Appointment thereto should be made by selection from among candidates who show proof of having sat for Cambridge School Certificate or an equivalent qualification and possess a valid driving licence to drive cars, vans and minibuses.**

- 44.33 Incumbent would be required, *inter alia*, to: collect keys and deposit same from/to Police Station; open and close offices; run official errands; drive the vehicle of the organisation; carry out simple checks/maintenance tasks; report any defect observed to the Council; attend to minor repairs; and keep a log book.

44. MAURITIUS EMERGING TECHNOLOGIES COUNCIL**SALARY SCHEDULE**

METC 1:	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 (New Grade)
METC 2:	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/Telephone Operator (New Grade)
METC 3:	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 (New Grade)
METC 4:	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 Assistant Financial Operations Officer (New Grade) Assistant Procurement and Supply Officer (New Grade)
METC 5:	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 (New Grade)
METC 6:	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)
METC 7:	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 Public Relations Officer (New Grade)
METC 8:	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 (New Grade) Research Assistant (New Grade)
METC 9:	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)
METC 10:	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)

44. MAURITIUS EMERGING TECHNOLOGIES COUNCIL (Contd)

METC 11: Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Emerging Tech Specialist (New Grade)

METC 12: Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Research and Project Coordinator (New Grade)

METC 13: Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Manager, Centre of Excellence (New Grade)

METC 14: Rs 150000

Executive Director (New Grade)

