

47. MAURITIUS INSTITUTE OF EDUCATION

- 47.1 Established under the Mauritius Institute of Education Act No. 42 of 1973 (subsequently amended in 2017), the Mauritius Institute of Education (MIE) operates under the *aegis* of the Ministry of Education and Human Resource. In line with the objective of modernising the education sector and endowing it with a professional teaching workforce, the MIE provides training for the pre-primary, primary and secondary sectors of education, targeting all cadres, including teaching and management in line with the state of the art pedagogical practices.
- 47.2 The MIE is headed by a Director who is the principal academic and administrative officer. In the discharge of his functions, the Director is assisted by the Deputy Director and supported by the Registrar and Academics as well as staff of the administrative, technical, library, finance cadres and other support services and occupational groups.
- 47.3 During consultative meeting, the representatives of the academic staff were informed that their requests pertaining to the non-implementation of off campus work and Sabbatical Leave Scheme; the grant of an annual book allowance; an allowance to academics acting as Programme Coordinators; and the establishment of a period of closure for academics were issues incumbent upon Management.
- 47.4 Where requests have been made for the creation of additional levels/grades, the attention of Management was drawn on the necessity for filling vacant positions, in the first instance.
- 47.5 Though few requests could not be taken on board for want of information, we are in this Report, providing for the grade of Quality Assurance Officer and reviewing the General Services grades to enable the Institute to ensure availability of adequate resources and continuity of service delivery. We are also maintaining those provisions that are considered to be appropriate and relevant; and reviewing the quantum of certain allowances.

Quality Assurance Officer (New Grade)

- 47.6 With the emergence of new technologies and in line with the Institute's mission and vision, Management has requested for the creation of a grade of Quality Assurance Officer to ensure, among others, high standards service delivery and compliance. On the basis of operational need, the Bureau is making appropriate recommendation.

Recommendation 1

- 47.7 We recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Quality Management or Business Administration or Public Sector Management and a Master's Degree in these fields or an equivalent qualification and reckoning at least three years' post-**

qualification experience in the field of Quality Management or Management or Administration.

- 47.8 Incumbent in the grade would be required, *inter alia*, to be responsible to the Officer-in-Charge of the Quality Assurance Division of the MIE; assist in the development of Quality Assurance for the Institute; provide administrative and technical support in the operation of the Institute's Quality Assurance processes; assist in the internal academic audit arrangements; act as Secretary in committees relating to quality assurance and assist in implementing external quality assessment of its programmes/activities.

General Services

- 47.9 The General Services at the MIE comprises the grades of Principal Executive Officer, Higher Executive Officer, Executive Officer (Personal), Management Support Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator. Management has submitted that with the abolition on vacancy of the grade of Executive Officer (Personal), the Institute would no longer be able to fill vacancies in the grade of Higher Executive Officer. Likewise, upon all incumbents in the grade of Higher Executive Officer being appointed as Principal Executive Officer and vacancies occurring, a void would be created, thus affecting the smooth functioning of the organisation.
- 47.10 Consequently, it has requested that the grades of Office Management Assistant and Office Management Executive be created on its establishment to ensure continuity of service delivery. Hence, we are providing for appropriate transitory measures in the ensuing paragraphs.

**Office Management Assistant
formerly Higher Executive Officer**

Recommendation 2

- 47.11 **We recommend that the grade of Higher Executive Officer be restyled Office Management Assistant. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Executive Officer (Personal). Upon complete phasing out of the grade of Executive Officer (Personal), appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

Office Superintendent (New Grade)

Recommendation 3

- 47.12 **We recommend:**
- (i) **the creation of a grade of Office Superintendent;**
 - (ii) **that the grade of Principal Executive Officer be made evanescent;**
and

- (iii) **officers in the evanescent grade of Principal Executive Officer should be given the option to join the new grade of Office Superintendent.**

47.13 We also recommend that the duties and responsibilities of the grade of Office Superintendent should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

47.14 We further recommend that the grade of Office Superintendent be filled by promotion, on the basis of experience and merit, of officers in the grade of Office Management Assistant *formerly Higher Executive Officer* reckoning at least 10 years' service in a substantive capacity in the grade or an aggregate of at least 12 years' service in the Executive Cadre and on complete phasing out of the grade of Office Management Assistant *formerly Higher Executive Officer*, appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Graphic Designer

47.15 Presently, Graphic Designers possessing a Degree in Graphic Design or an equivalent qualification are allowed to move incrementally in the Master Salary Scale by one increment. This present arrangement is being maintained.

Recommendation 4

47.16 We recommend that Graphic Designers who possess a Degree in Graphic Design or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale by one increment, provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Movement in Master Salary Scale

47.17 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 Head of School and Head of Department

47.18 Currently, academics who occupy the position of Head of School and Head of Department are being paid a monthly allowance of Rs 2200 and Rs 2000 respectively. Since the present arrangement is still relevant, we are revising the quanta of the allowances.

Recommendation 5

47.19 We recommend that academics who are assigned the duties of Head of School and Head of Department should be paid a revised monthly allowance of Rs 2420 and Rs 2200 respectively.

Special Provision for Academics

47.20 Academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 69800 and not more than Rs 97625 and having reached the top of their respective salary scale are allowed to move incrementally up to a maximum of two increments in the Master Salary Scale. The Bureau considers that this provision is still valid and is maintaining same.

Recommendation 6

47.21 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 86750 and not more than Rs 122000 and having reached the top of their respective salary scale should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as per the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Academic Attainment

47.22 According to the 2021 PRB Report, as from year 2024, Lecturers, Senior Lecturers and Associate Professors holding a PhD and reckoning academic attainment through teaching, research and publications, administrative contributions and having stayed on top of their revised salary scales for at least 12 months are allowed to move incrementally up to a maximum of two increments in the Master Salary Scale, based on the following guidelines for “assessing academic attainment in all Higher Education Institutions”:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.

- 47.23 Since the guidelines and the provision regarding academic attainment are still valid, we are in this report maintaining same. Additionally, we are extending this benefit to Professors of the MIE in line with what has been recommended for their counterparts in other Higher Education Institutions.

Recommendation 7

- 47.24 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should, subject to complying to the guidelines as at paragraph 47.22 above, be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.
- 47.25 We further recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 47.21 above shall deem to be the new top salary.
- 47.26 We additionally recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:
- (i) have drawn their revised salary for at least 12 months; and
 - (ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:
 - a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;
 - b) supervised at least two PhD Degree theses;
 - c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and
 - d) reckon experience in:
 - (i) the organisation of conferences/seminars/workshops/policy dialogues;
- AND**
- (ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Duty Free Facilities for Senior Lecturers

47.27 Currently, Senior Lecturers reckoning at least 14 years' service in the cadre are entitled to car benefits though drawing salary in a scale the maximum of which is less than Rs 94500. We are maintaining the provision whilst reflecting the revised salary point.

Recommendation 8

47.28 We recommend that Senior Lecturers reckoning at least 14 years' service in the cadre would be entitled to car benefits as per provision at paragraph 16.2.17 (No. 2) of Volume 1 though drawing a salary in a scale the maximum of which is less than Rs 118000.

General Worker

47.29 Presently, General Workers who are regularly called upon to perform the duties of the grade of Office Attendant are paid an allowance equivalent to three increments at the salary point reached in their salary scale. The provision, being appropriate, should continue to prevail.

Recommendation 9

47.30 We recommend that General Workers who are regularly called upon to perform the duties of the grade of Office Auxiliary/Senior Office Auxiliary formerly Office Attendant should be paid an allowance equivalent to three increments at the salary point reached in their salary scale.

Sabbatical Leave

47.31 In its previous Reports, the Bureau has recommended that Management of the MIE should consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff. Management has submitted that this recommendation is yet to be implemented. We are therefore, replicating this recommendation.

Recommendation 10

47.32 We recommend that Management of the MIE should set up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.

Political Activities

47.33 Full-time employees of the Institute are currently not allowed to participate in active politics, with a view to ensuring the continued smooth running in the operations of the Institution. **This provision, being a main clause in the contract of employment of the staff, should be maintained.**

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SALARY SCHEDULE

MIE 1	:	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
MIE 2	:	Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Stores Attendant
MIE 3	:	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Gardener Library Auxiliary <i>formerly Library Attendant</i>
MIE 4	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720 Senior Gardener
MIE 5	:	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>
MIE 6	:	Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280 Senior Library Auxiliary <i>formerly Senior Library Attendant</i>
MIE 7	:	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/Messenger</i> Technical Attendant
MIE 8	:	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 Binder Cabinet Maker/Carpenter Electrician Painter
MIE 9	:	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 Head Office Auxiliary <i>formerly Senior/Head Office Attendant</i>

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- MIE 10 : 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
- MIE 11 : 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)
- MIE 12 : 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 Vehicle)
- MIE 13 : 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 x 970 - 42050**
Technical Attendant (Personal)
formerly Laboratory Attendant
Resources Centre Attendant
Workshop Attendant
(in post as at 30.06.93)
- MIE 14 : 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 - 38215 QB 39140 x 970 - 42050**
Assistant Technician (Printing)
- MIE 15 : 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
formerly Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- MIE 16 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Senior Binder
- MIE 17 : Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**
Senior Assistant Technician (Printing)
- MIE 18 : 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 - 46900 x 1050 - 49000**
Library Clerk/Senior Library Clerk

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- MIE 19 : 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
- MIE 20 : 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
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- MIE 21 : 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**
Educational Data Assistant
- MIE 22 : 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
- MIE 23 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Information, Research and Documentation Officer (Ex-SMEDA)
(Personal)
- MIE 24 : 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
- MIE 25 : Rs 30265 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 - 57400**
Technician
- MIE 26 : 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
- MIE 27 : 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

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MIE 28	:	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)
MIE 29	:	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 Graphic Designer ICT Technician <i>formerly Computer Technician</i> Library Officer Maintenance Officer
MIE 30	:	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)
MIE 31	:	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 - 62350 x 1850 - 64200 Safety and Health Officer/Senior Safety and Health Officer
MIE 32	:	Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 Principal Executive Officer (Personal)
MIE 33	:	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050 Office Superintendent (New Grade)
MIE 34	:	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Assistant Librarian/Cataloguer
MIE 35	:	Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Graphic Designer Senior Technician
MIE 36	:	Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700 Principal Financial Operations Officer Principal Procurement and Supply Officer

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- MIE 37 : 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
 Human Resource Management Officer
 Quality Assurance Officer (New Grade)
 Research Officer
- MIE 38 : 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**
 Analyst/Programmer
 IT Analyst
formerly Systems Administrator
- MIE 39 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
 Chief Technician
- MIE 40 : 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 - 86750**
 Instructional Designer/Senior Instructional Designer
- MIE 41 : 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**
 Deputy Head Librarian
 Internal Auditor/Senior Internal Auditor
- MIE 42 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
 Lecturer
- MIE 43 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**
 Assistant Registrar
- MIE 44 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**
 IT Coordinator
- MIE 45 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**
 Financial Controller
 Head Librarian
 Senior Lecturer

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- MIE 46 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**
Deputy Registrar
- MIE 47 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**
Registrar
- MIE 48 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**
Associate Professor
- MIE 49 : Rs 138000**
Deputy Director
Professor
- MIE 50 : Rs 150000**
Director

