

48. MAURITIUS INSTITUTE OF HEALTH

- 48.1 Operating under the *aegis* of the Ministry of Health and Wellness since 1989, the Mauritius Institute of Health (MIH) has been and remains the main training arm of the Ministry. Its primary functions are to undertake training and research in the health sector and health related disciplines. It is also empowered to grant Certificates, Diplomas, Degrees and Awards in respect of the training provided by the Institute.
- 48.2 Besides its training and research activities, the MIH also acts as a focal point and resource centre for the production, exchange and promotion of health learning and health information; and provides advisory services in matters of healthcare. Moreover, it has, over the years, been entrusted with additional responsibilities such as running refresher courses for Continuing Professional Development for, *inter alia*, medical and dental professionals; and building capacity for medical and healthcare research, including clinical trials and clinical audits.
- 48.3 The responsibility for maintaining and promoting the proper administration of the Institute rests upon the Executive Director. The latter is assisted by professional and technical staff for the core functions while the administrative and General Services staff at various levels provide support for the other functions.
- 48.4 All the representations made by the Union and Management in the context of this review exercise have been examined and discussed during consultative meetings. The stakeholders were provided with appropriate explanations regarding the non retention of certain proposals such as absorbing the Clerk/Word Processing Operator in the grade of Management Support Officer; reinstatement of the grade of Executive Assistant (Personal); reverting the grade of ICT Technician to its former job title and amendment of the schemes of service of the grades of Office Attendant and General Worker.
- 48.5 Overall, we consider the prevailing structure at the MIH to be adequate. Nevertheless, to enable the MIH to continue to sustain the training needs of the health sector, we are making specific provision for the grade of Training Manager for which Management has been facing recruitment problems since several years.

Training Manager

- 48.6 A case was made in the context of the last Report to review the salary of the grade of Training Manager in view of recruitment problems being encountered. However, based on the findings of our assessment of the grade coupled with the fact that its scheme of service had been recently amended to facilitate recruitment, we maintained its salary.
- 48.7 For the present review, Management has submitted that it has continued to encounter difficulties to fill the post of Training Manager despite the amendment in the scheme of service. Being given that training represents 90% of its business activities, it has, therefore, made a request for the grade to be restyled Training

Manager/Senior Training Manager and upgraded. In so doing, it would also enable the Institute to effectively manage its responsibility for capacity building of the health workforce and other officers.

- 48.8 The Bureau has re-examined the whole issue, taking into consideration various factors such as the persistent recruitment problem, the wide array of duties devolving upon the grade, the complexity and the volume thereof. **All these elements have been reflected in the recommended salary of the grade.**

Book Allowance and Special Medical Service Allowance

- 48.9 The Training Manager is entitled to a yearly Book Allowance of Rs 13500 for the purchase of medical books. Moreover, those reckoning at least 10 years' service in the grade are granted a monthly Special Medical Service Allowance, equivalent to 7% of their monthly salary, for not being allowed the privilege of private practice. In our last Report, we extended these benefits to the Executive Director and also made provision for the grant of smart phones to the concerned officers, following which the Book Allowance would lapse.
- 48.10 It has been reported that, up to now, the officers have not been provided with smart phones and the latter are still benefitting from the Book Allowance. Since the provision for smart phone to replace the traditional Book Allowance is still valid, we are maintaining same. As regards the Special Medical Service Allowance, we are reviewing the quantum for the grade of Training Manager based on its recommended salary.

Recommendation 1

- 48.11 **We recommend that officers in the grades of Training Manager and Executive Director should be paid the Book Allowance and Special Medical Service Allowance as follows:**

Grades	Book Allowance	Special Medical Service Allowance
	Quantum	
Training Manager	Rs 14500 annually	12% of the monthly salary
Executive Director	Rs 14500 annually	15% of the monthly salary

- 48.12 **We further recommend that a smart phone of equivalent value to the Book Allowance should be provided to the concerned officers following which, the Book Allowance should lapse.**

48. MAURITIUS INSTITUTE OF HEALTH SALARY SCHEDULE

MIH 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
MIH 2	:	Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040
		Surveillant
MIH 3	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720
		Cook
MIH 4	:	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>
MIH 5	:	Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280
		Senior Office Attendant (Personal)
MIH 6	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290
		Driver
MIH 7	:	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 (New Grade)
MIH 8	:	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
MIH 9	:	Rs 24245 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
		Clerical Assistant (Personal) <i>formerly Clerical Assistant (NTFCH)</i>
MIH 10	:	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
		Word Processing Operator

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MIH 11	:	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
MIH 12	:	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 - 47950 Senior Word Processing Operator
MIH 13	:	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
MIH 14	:	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 Executive Assistant (Personal to officers in post as at 31.12.15) Printing and Publishing Officer
MIH 15	:	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
MIH 16	:	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
MIH 17	:	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 - 57400 Documentalist
MIH 18	:	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
MIH 19	:	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
MIH 20	:	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 IT Trainer Research Assistant

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MIH 21 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500

Programme Coordinator, Nursing and Paramedical Studies

MIH 22 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Research Officer/Senior Research Officer

MIH 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Training Manager

MIH 24 : Rs 150000

Executive Director

