

56. MAURITIUS RENEWABLE ENERGY AGENCY

- 56.1 The Mauritius Renewable Energy Agency Act 2015, provides for the establishment of the Mauritius Renewable Energy Agency (MARENA) as a body corporate to oversee and promote the development of renewable energy in Mauritius. It is mandated to ascertain the transition to a sustainable lifestyle through the country's energy demand being increasingly met by renewable energy to support sectoral developments in-keeping with international commitments.
- 56.2 As stipulated in its Act, the objectives of the MARENA are, *inter alia*, to: promote the adoption and use of renewable energy with a view to achieving sustainable development goals; advise on possible uses of liquid natural gas; create an enabling environment for the development of renewable energy; increase the share of renewable energy in the national energy mix; share information and experience on renewable energy research and technology; and foster collaboration and networking at regional and international levels, with institutions promoting renewable energy.
- 56.3 For the execution of the policy of the Board as well as the control and management of the day-to-day business of the Agency, a Chief Executive Officer has been employed on contract and is assisted by incumbents on contractual employment in different positions.
- 56.4 In the previous Report, provision was made for the creation of a few grades on the establishment of the MARENA. During consultative meeting, the Bureau has been apprised that all these grades are still vacant pending the prescription of their respective scheme of service.
- 56.5 Initially, the Agency submitted a request to the Standing Committee on Creation of Grades for the establishment of several new grades. In response, the Committee recommended that all proposals from the MARENA be addressed to the Bureau for consideration in this current review exercise.
- 56.6 After examination of all requests along with their implications, the Bureau is making its recommendations, which aim to support the Agency's strategic objectives effectively.

Chief Executive Officer (New Grade)

Recommendation 1

- 56.7 **We recommend the creation of a grade of Chief Executive Officer. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in the field of Engineering or Science or Economics or Energy related area or an equivalent qualification and reckoning at least eight years' post-qualification experience in a managerial position.**

- 56.8 The Chief Executive Officer would, *inter alia*, be responsible for: the execution of the policy of the Board; the control and management of the day-to-day business of the Agency; developing the strategy for the implementation of the Agency's functions in all relevant thematic areas; the preparation of annual work programme and budget plan of the Agency; and coordinating the activities of the Agency with other relevant national, regional and international institutions.

Engineer/Senior Engineer (New Grade)

Recommendation 2

- 56.9 **We recommend the creation of a grade of Engineer/Senior Engineer. Appointment thereto should be made by selection from among candidates who are registered as a Professional Engineer in the field of Electrical or Electronic or Mechanical or Electrical and Electronic or Civil or Chemical or Chemical and Environmental Engineering with the Council of Registered Professional Engineers of Mauritius and reckon at least two years' post-registration experience in engineering works related to sustainable renewable energy.**
- 56.10 Incumbent would, among others, be responsible to the Chief Executive Officer to: advise on matters related to renewable energy; prepare technical specifications, cost estimates, bid documents, bids evaluation and award of contract; advise on terms of reference for appointment of Consultants; guide, supervise and coordinate the assignments of officers of the Agency; ensure compliance with the provisions of renewable energy regulations and quality management systems; liaise with client Ministries, Departments and other stakeholders for the coordination and execution of works and for the inclusion of best practices of renewable energy technologies; and train and coach staff working under his responsibility.

Research Development Officer/Senior Research Development Officer (New Grade)

Recommendation 3

- 56.11 **We recommend the creation of a grade of Research Development Officer/Senior Research Development Officer against abolition of the grade of Renewable Energy Development Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree and a Master's Degree in Economics or Econometrics or an equivalent qualification and reckoning at least three years' post-qualification experience in energy/renewable energy sector or related areas.**
- 56.12 Incumbent would be required, *inter alia*, to: keep up-to-date with research/policy developments and assist in the preparation of technical, policy and strategy papers; undertake and manage research/surveys; write research proposals and carry out research needs analysis; search and retrieve information from various sources using a variety of qualitative and quantitative research methods; liaise with stakeholders, researchers and relevant organisation locally and overseas; and participate in the execution of strategic plans for the renewable energy.

IT Analyst (New Grade)**Recommendation 4**

- 56.13 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.**

Accounting Technician (New Grade)**Recommendation 5**

- 56.14 We recommend the creation of a grade of Accounting Technician. Appointment thereto and movement beyond Qualification Bar should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**
- 56.15 Incumbent would be required, *inter alia*, to: input and verify records; process payroll and make arrangement for payments of salaries and deductions; write cheques, seek signatures and ensure dispatch; collect and examine revenue and make remittances to Bank; verify transactions through e-banking; compute interest payable on line of credit or loan and arrange for payment thereof; prepare cash flows, bank reconciliation, monthly Management Accounts and Returns to Government Agencies; and arrange for insurance cover and declaration of stocks.

Legal Support Officer (New Grade)**Recommendation 6**

- 56.16 We recommend the creation of a grade of Legal Support Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Legal Studies or an equivalent qualification together with two years' relevant experience in the legal field.**
- 56.17 Incumbent would, among others, be required to: examine and ascertain that all documents and applications submitted either manually or electronically comply with the various laws under the purview of the Agency; assess and ensure that fee, whenever required, are properly levied on documents; follow up with conformity assessment bodies on matters pertaining to compliance provisions as per the MARENA Act; assist the CEO in taking any appropriate action in respect of any non-compliance under the various legislation administered by the Agency; follow up on judicial action against defaulting entities until final determination; and effect site visits at any registered offices or/and business premises to ensure compliance with the relevant legislation.

Confidential Secretary (New Grade)**Recommendation 7**

- 56.18 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.**

- 56.19 Incumbent would, *inter alia*, be required to: arrange appointments and deal with enquiries; maintain a systematic filing system for easy retrieval and safekeeping of documents; make travel arrangements and manage the diary of the Chief Executive Officer of the Agency; make telephone calls and screen incoming calls and determine the course of action required for satisfactory disposition; take messages and facilitate the process of communication between relevant stakeholders; and perform word processing and telex/telefax duties and simple computer/data processing work and operate email services.

Accounts Clerk (New Grade)

Recommendation 8

- 56.20 We recommend the creation of a grade of Accounts Clerk. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

- 56.21 Incumbent would be required, among others, to: ensure that all financial transactions are properly accounted for in accordance with basic principles of Financial Management; ensure that all financial transactions are correctly recorded and comply with established rules and regulations; prepare pay sheets, vouchers and cheques and despatch cheques; keep proper, complete and up to date records of all financial transactions such as cash books, ledgers and registers; be in charge of the Register of Assets and ensure that it is regularly updated; assist in the preparation and monitoring of Estimates and the preparation of Final Accounts and other financial statements; and control and discharge expenditure and payments in compliance with regulations.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 9

- 56.22 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.**

56. MAURITIUS RENEWABLE ENERGY AGENCY SALARY SCHEDULE

- MAR 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
formerly Driver/Office Attendant
- MAR 2 : 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

56. MAURITIUS RENEWABLE ENERGY AGENCY (Contd)

- MAR 3 : 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 (New Grade)
Assistant Procurement and Supply Officer (New Grade)
- MAR 4 : 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)
- MAR 5 : 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**
Administrative Assistant
Legal Support Officer (New Grade)
- MAR 6 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**
Accounting Technician (New Grade)
- MAR 7 : 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)
- MAR 8 : 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**
Research Development Officer/Senior Research Development Officer (New Grade)
- MAR 9 : 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**
Engineer/Senior Engineer (New Grade)
- MAR 10 : Rs 138000**
Chief Executive Officer (New Grade)

