

58. MAURITIUS SOCIETY FOR ANIMAL WELFARE

- 58.1 Set up as a body corporate by the Animal Welfare Act No. 19 of 2013, the Mauritius Society for Animal Welfare (MSAW) operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries. It has as objects to promote the welfare and good treatment of animals; prevent cruelty to animals; be responsible for the control, catching and disposal of dogs and cats; and implement such project or programme related to the welfare, protection or control of animals.
- 58.2 The MSAW is headed by a Director who is responsible for its control and day-to-day management. He is assisted in his functions by officers in professional and technical fields as well as employees in the Workmen's Group. Some officers also serve the organisation on a contractual basis.
- 58.3 In the context of this Report, requests emanating from Management concern the creation of an array of grades on the establishment of MSAW and restyling of a few grades. In the absence of sufficient functional justifications, the requests were not acceded to. In relation to the creation of a grade of Safety and Health Officer on a part time basis, the MSAW is advised to avail of the services of a Safety and Health Officer/Senior Safety and Health Officer from the MPSAR in line with recommendation made in the Chapter on Observations and General Provisions of this Volume.
- 58.4 All the proposals were examined and on the basis of operational needs, we are reinforcing the organisation structure of MSAW with the creation of the grades of Administrative Assistant, Confidential Secretary, Senior Animal Control and Enforcement Officer and Assistant Procurement and Supply Officer. In addition, the grades of Finance and Administrative Officer, Veterinary Assistant Grade I and Veterinary Assistant Grade II being outside the salary framework of the Bureau have been made evanescent and the grades of Administrative Assistant, Senior Nursing Assistant (Animal) and Nursing Assistant (Animal) have been provided in lieu thereof.
- 58.5 It is observed that the current salary scales of different grades serving at the MSAW are not within the structure of the Bureau given that previously the organisation was not governed by the recommendations of the PRB Report. Hence, the salary points of the employees cannot be converted appropriately in the 2026 Master Salary Conversion Table. For the proper conversion of the salaries of its employees, the MSAW should submit a request to the Bureau with details such as basic salary drawn and additional remuneration (as applicable) as at 31 December 2025 as well as the salary and additional remuneration that they would be eligible for as from 01 January 2026 based on the last salary Report.

Administrative Assistant (New Grade)**Recommendation 1**

- 58.6 We recommend the creation of a grade of Administrative Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Administration or Management or an equivalent qualification and reckoning at least two years' experience in administrative and office management activities.**
- 58.7 Incumbent would be required, among others, to assist in the day-to-day management of the Society; act as Secretary to the Council as and when required; deal with matters pertaining to bids, provision of office accommodation including furniture and equipment and leasing of buildings/offices; assist in the formulation and implementation of administrative procedures and systems; deal with administrative and personnel matters and prepare reports; assist in the preparation of staff development programmes and promotion of staff welfare; draft and process schemes of service; and participate in the planning and launching of official functions and welfare activities, as and when required.

Confidential Secretary (New Grade)**Recommendation 2**

- 58.8 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.**
- 58.9 Incumbent would, *inter alia*, be required to: arrange appointments, receive visitors and deal with enquiries; handle telephone calls and screen incoming calls; take messages and facilitate communication; perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; operate email and telefax services; deal with routine correspondences; keep track of document and papers; prioritise work on a daily basis and be responsible for ensuring that deadlines are met and appointments honoured; and ensure proper arrangements are made for the organisation of meetings.

Senior Animal Control and Enforcement Officer (New Grade)**Recommendation 3**

- 58.10 We recommend the creation of a grade of Senior Animal Control and Enforcement Officer. Appointment thereto should be made by selection from among officers in the grade of Animal Control and Enforcement Officer reckoning at least four years' service in a substantive capacity in the grade.**
- 58.11 Incumbent would be required, among others, to train, supervise and coordinate the work of junior staff; be responsible for investigation of complaints regarding the welfare of a wide range of animals as well as thorough and accurate

documentation of incidents and participation in prosecutorial proceedings; direct and manage operations which may include animal control, animal rescue or cruelty investigation functions; enforce law and impound animals; and submit reports.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 4

58.12 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.

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SALARY SCHEDULE

MSAW 1 :	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 Handy Worker
MSAW 2 :	Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190 Handy Worker (Roster)
MSAW 3 :	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160 Animal Handler Nursing Assistant (Animal)
MSAW 4 :	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver
MSAW 5 :	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 Driver (Roster) Tradesman
MSAW 6 :	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 Veterinary Assistant Grade II (Personal)
MSAW 7 :	Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 Senior Nursing Assistant (Animal)

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MSAW 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
MSAW 9 :	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 - 45930 Veterinary Assistant Grade I (Personal)
MSAW 10 :	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 Hospital Clerk
MSAW 11 :	Rs 26345 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 Animal Control and Enforcement Officer
MSAW 12 :	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 Procurement and Supply Officer (New Grade) Finance and Administrative Officer (Personal)
MSAW 13 :	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 - 51200 Senior Animal Control and Enforcement Officer (New Grade)
MSAW 14 :	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)
MSAW 15 :	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 (New Grade)
MSAW 16 :	Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250 Veterinary Officer
MSAW 17 :	Rs 118000 x 4000 - 130000 Director

