

61. MAURITIUS STANDARDS BUREAU

- 61.1 The Mauritius Standards Bureau (MSB) is a body corporate established under the MSB Act 1993 and operates under the *aegis* of the Ministry of Industry, SME and Cooperatives. It is the national standards body and the Government agency for conformity assessment services. Its objectives are to, among others: promote and encourage standardisation as well as quality assurance in industry and trade; prepare, frame, amend and revise standards; control the use of the mark; and assess management systems and control such systems.
- 61.2 A Director is responsible for the control and management of the day-to-day activities of the organisation. The latter is assisted by a Deputy Director and officers in the professional and technical grades. Officers of the General Services grades and employees of the Workmen's Group provide support at all levels.
- 61.3 Representations from the Union focussed on upgrading of the qualifications requirement of the grades of Internal Auditor and Technical Assistant along with a general request on travelling. Management, on the other hand, requested the creation of a few dedicated grades to reinforce different Sections of the organisation; restyling of grades; and upgrading the qualifications requirement and duties of some positions, along with their salary scale.
- 61.4 All the representations were examined and discussed lengthily during meetings with each stakeholder. Appropriate explanations were given to both Union and Management on certain requests which could not be acceded to. Additionally, grades have been re-assessed based on the latest Job Description Questionnaires. As regards the proposal for upgrading the position of Financial Manager, same has also been studied in light of the scope of activities of the MSB and the responsibilities devolving upon the grade.
- 61.5 We are reinforcing the current structure of the organisation with the creation of additional levels.

Internal Auditor/Senior Internal Auditor (New Grade)

- 61.6 At present, there is an evanescent grade of Internal Auditor on the establishment of the MSB which is recruited from candidates possessing the Skills Modules of the Fundamentals Level of the Association of Chartered Certified Accountant (ACCA), among others. Both Union and Management expressed the continued need of this grade and requested for an upgrading of its qualifications requirement.
- 61.7 In view of the increased complexity of operations and financial management, there is need to investigate, monitor and assess, on a periodic basis, all the equipment of the laboratories of the MSB. We are, thus, making provision for a grade of Internal Auditor/Senior Internal Auditor with the right qualifications.

Recommendation 1

61.8 We recommend the creation of a grade of Internal Auditor/Senior Internal Auditor. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

61.9 Incumbent would be required, among others, to: examine, evaluate and report on the adequacy and effectiveness of the internal control system; review the reliability of records and adherence to approved policies and procedures; report on any risk for fraud; monitor and evaluate the effectiveness of the Bureau's risk management process; ensure that statutory provisions as well as internal rules and regulations are complied with; and provide support and guidance to Management on how to handle new opportunities.

Senior Accounts Officer (New Grade)

61.10 The Financial Manager presently heads the Finance Section of the MSB and he is responsible for the monitoring of the day-to-day running of the Finance Section, the Procurement and Maintenance Section and the general accounting functions of the organisation. He is supported by officers in the grades of Accounts Officer and Accounts Clerk. For this review exercise, the MSB has informed that there is a considerable increase in the revenue generated from its expanded activities and, therefore, requested for the creation of a grade to assist the Financial Manager.

61.11 We have studied the request and we are, therefore, recommending for the creation of a grade of Senior Accounts Officer.

Recommendation 2

61.12 We recommend the creation of a grade of Senior Accounts Officer. Appointment thereto, should be made by selection from among serving officers of the MSB who have passed the Applied Skills Examinations of the ACCA or an equivalent qualification and who reckon at least four years' experience in the field of Accountancy. In the absence of qualified candidates, appointment should be made by selection from among candidates who have passed the Applied Skills Examinations of the ACCA or an equivalent qualification and who reckon at least four years' experience in the field of Accountancy.

61.13 Incumbent would be required, *inter alia*, to: assist the Financial Manager in the preparation of financial statements and budget estimates; examine the expenditure analysis/financial reports of projects; keep the accounting and payroll system up to date and to perform a monthly back up of the system; maintain monthly bank reconciliations; and supervise the work of subordinates.

Internal Audit Officer (New Grade)

- 61.14 In the context of this review exercise, the MSB made a proposal for the creation of a grade to assist the Internal Auditor and to ensure segregation of duties as well as for business continuity during the absence of the latter.
- 61.15 Given the complexity and volume of work devolving upon the Internal Auditor, there is functional need for a level to assist the latter in the performance of his duties. We are, therefore, providing for a grade of Internal Audit Officer to strengthen the structure of the Audit Section of the MSB.

Recommendation 3

- 61.16 We recommend the creation of a grade of Internal Audit Officer. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**
- 61.17 Incumbent would be required to, among others: conduct under the guidance of the Internal Auditor (Personal) and Internal Auditor/Senior Internal Auditor (New Grade), assignments in all operational areas of the MSB with internal audit programmes and procedure; carry out a continuous check on all the financial activities and transactions carried out; assist in the preparation of audit work plans, including visit assessment; and examine, evaluate and report on the adequacy and effectiveness of internal control systems.

ICT Technician (New Grade)

- 61.18 The IT Section at the MSB is currently manned by an IT Officer/Systems Administrator and Computer Support Officer. The MSB submitted that there is need to follow developments with respect to security, safety and protection of data of its stakeholders. In view of the growing use of information technology at the MSB, we are providing for a grade of ICT Technician against abolition of the grade of Computer Support Officer.

Recommendation 4

- 61.19 We recommend the creation of a grade of ICT Technician against abolition of the grade of Computer Support Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Studies or an equivalent qualification.**
- 61.20 Incumbent would be required to, *inter alia*: assist the IT Analyst/Senior IT Analyst *formerly IT Officer/Systems Administrator*; implement, support and maintain the IT System at the MSB; develop small computer programmes for end users; implement security measures to safeguard IT Systems from threats; and be responsible for the updating and maintenance of the website of the MSB.

Human Resource Officer/Senior Human Resource Officer

- 61.21 Human Resource Officer/Senior Human Resource Officers who possess the relevant Diploma are allowed to move incrementally beyond their top salary

subject to meeting certain criteria. **Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume.**

Incremental Credit

61.22 It is compulsory for Managers to possess the Level II of Non-Destructive Testing and they are granted incremental credit after completion of the aforementioned course from South Africa. We are maintaining this provision.

Recommendation 5

61.23 We recommend that Managers should be granted one incremental credit at the salary point reached in their respective salary scale on completing the course up to Level II of the Non-Destructive Testing.

Abolition of Grades

61.24 Management has submitted that the grades of Maintenance Officer (Part-time) (Personal), Attendant (Personal to employees in post as at 30.06.08), Word Processing Operator (Personal to officers in post as at 30.06.08) and Stores and Utilities Superintendent (Personal) are vacant. **We are, therefore, abolishing these grades.**

61. MAURITIUS STANDARDS BUREAU SALARY SCHEDULE

MSB 1	:	Rs 30265 Safety and Health Officer (Part-time)
MSB 2	:	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 Handy Worker
MSB 3	:	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/Office Attendant</i>
MSB 4	:	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/Telephonist

61. MAURITIUS STANDARDS BUREAU (Contd)

MSB 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 - 39140 x 970 - 44960 Technical Assistant
MSB 6	:	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 Technical Assistant (Personal to officers in post as at 30.06.03)
MSB 7	:	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 Standards Information Clerk
MSB 8	:	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
MSB 9	:	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 Assistant Procurement and Supply Officer Stores Officer (Personal)
MSB 10	:	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 Internal Audit Officer (New Grade)
MSB 11	:	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
MSB 12	:	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
MSB 13	:	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
MSB 14	:	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

61. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 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**
 Assistant Business Development Officer
 ICT Technician (New Grade)
 Maintenance Officer
 Standards Information Officer
- MSB 16 :** **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
 Internal Auditor (Personal to holder in post as at 31.12.15)
- MSB 17 :** **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**
 Senior Accounts Officer (New Grade)
- MSB 18 :** **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
 Business Development Officer
 Business Development Officer (Ex-SMEDA) (Personal)
- MSB 19 :** **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**
 Quality Officer
- MSB 20 :** **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 - 86750**
 IT Analyst/Senior IT Analyst
formerly IT Officer/Systems Administrator
- MSB 21 :** **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**
 Financial Manager
 Internal Auditor/Senior Internal Auditor (New Grade)
- MSB 22 :** **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**
 Manager
 Standards Information Manager

61. MAURITIUS STANDARDS BUREAU (Contd)

MSB 23 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Head of Unit

MSB 24 : Rs 118000 x 4000 - 130000

Deputy Director

MSB 25 : Rs 150000

Director

