

## 64. MAURITIUS TOURISM PROMOTION AUTHORITY

- 64.1 The Mauritius Tourism Promotion Authority (MTPA) was statutorily established in 1996 with the key role to enhance the image of Mauritius as a prime holiday and up-market destination through consolidation of traditional markets and tapping into new and emerging market segments. As the operating arm of the Ministry of Tourism, it also advises the Minister on all matters relating to the promotion of tourism.
- 64.2 The Authority is staffed by officers from professional, technical and other support grades under the leadership of a Director. For this review, the proposals of both Management and the staff side were, among others, to: set up a Data Analytics Unit with appropriate levels; creation and restyling of grades; amendment of schemes of service; upgrading of a few levels and abolition of grades.
- 64.3 Quite a few requests did not satisfy the technically related requirement set for the respective grade. Consequently, the requests were turned down and the parties were informed accordingly. For instance, such requests pertain to the creation of certain grades, restyling of grades which implies salary upgrading as well, and upgrading of qualifications in a few cases. Requests which satisfy the requirements of the grade have been retained for inclusion in the Report and are hereunder elaborated upon.

### Procurement and Supply Officer (New Grade)

- 64.4 The MTPA has on its establishment a grade of Assistant Procurement and Supply Officer which is vacant and its duties are being performed by the Administrative Secretary and officers in the General Services grades. Both Management and the staff side have requested for the strengthening of the Procurement Section with the creation of the levels of Assistant Manager, Procurement and Supply and Procurement and Supply Officer/Senior Procurement and Supply Officer in view of the significant rise in the volume and complexity of the procurement activities.
- 64.5 Taking the above into account, it is considered that the post of Assistant Procurement and Supply Officer should be filled in the first instance. We are thus providing for a grade of Procurement and Supply Officer, which is adequate in the present circumstances.

### Recommendation 1

- 64.6 **We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**
- 64.7 Incumbents would be required, among others, to: organise and manage the procurement and supply activities of the Authority; be responsible for the preparation of bidding documents for local and international projects; assist in evaluation exercises related to procurement and supply operations; ensure that accurate records and up-to-date ledger are maintained and that adequate

safeguards against the risks of fire, thefts, deterioration and damage are taken and all items are stored in good conditions.

### **Scheme of Service - Tourism Information Officer**

- 64.8 The grade of Tourism Information Officer is filled from candidates possessing a Cambridge School Certificate; a Cambridge Higher School Certificate and a Certificate in Tourist Guiding. However, the MTPA has averred encountering difficulties in filling the post as none of the candidates possessed the Certificate in Tourist Guiding during the last recruitment exercise. To circumvent this problem and ensure a smooth service delivery, we are reviewing the mode of appointment to the grade.

### **Recommendation 2**

- 64.9 **We recommend that, henceforth, the grade of Tourism Information Officer should be filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language and French; a Cambridge Higher School Certificate with at least two subjects at Principal Level; and reckoning at least three years' experience in Tourist Guiding.**

### **Human Resource Officer/Senior Human Resource Officer**

- 64.10 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to satisfying certain criteria. **Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume.**

### **Flexibility for determination of salary package**

- 64.11 With a view to overcome problems of recruitment and retention of professionals of high calibre in certain specific grades, the MTPA has been granted the flexibility for determining the remuneration package of such incumbents based on certain parameters. This arrangement should continue to exist.

### **Recommendation 3**

- 64.12 **We recommend that, in case of difficulty of recruitment and retention of high calibre professionals in certain specific grades, incumbents may be granted a remuneration package comprising a negotiable salary in the salary range of respective level, along with an allowance in consideration of the following:**
- (i) skills and competencies;**
  - (ii) international experience/exposure in the specific field;**
  - (iii) proven track record (locally and at international level); and**
  - (iv) alternative modes of recruitment.**

## 64. MAURITIUS TOURISM PROMOTION AUTHORITY

### SALARY SCHEDULE

<b>MTPA 1 :</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280</b> Office Auxiliary/Senior Office Auxiliary <i>formerly Office Attendant</i>
<b>MTPA 2 :</b>	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver (Personal) Driver/Office Auxiliary <i>formerly Driver/Office Attendant</i>
<b>MTPA 3 :</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Head Office Auxiliary <i>formerly Senior/Head Office Attendant</i>
<b>MTPA 4 :</b>	<b>Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140</b> Driver (Roster - day and night) (Personal)
<b>MTPA 5 :</b>	<b>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</b> Receptionist/Telephonist
<b>MTPA 6 :</b>	<b>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</b> Clerical Officer <i>formerly Clerical Officer/Higher Clerical Officer</i>
<b>MTPA 7 :</b>	<b>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 x 970 - 46900 x 1050 - 49000</b> Tourism Information Officer
<b>MTPA 8 :</b>	<b>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</b> Management Support Officer
<b>MTPA 9 :</b>	<b>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</b> Accounts Clerk Assistant Procurement and Supply Officer

**64. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)**

**MTPA 10 : 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

**MTPA 11 : 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

Procurement and Supply Officer (New Grade)

**MTPA 12 : 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

**MTPA 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 - 54500 x 1450 - 58850**

Human Resource Officer/Senior Human Resource Officer

**MTPA 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 x 1750 - 60600**

Graphic Designer

Public Relations Officer

Web Officer

**MTPA 15 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**

Senior Accounts Officer

**MTPA 16 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**

Office Superintendent

**MTPA 17 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**

Principal Accounts Officer

**MTPA 18 : 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

*formerly IT Officer*

**64. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)**

**MTPA 19 : 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 - 77750**

Administrative Secretary  
Digital Marketing Officer  
Events Officer

**MTPA 20 : 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**

Internal Auditor/Senior Internal Auditor  
Marketer

**MTPA 21 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Digital Marketing Executive

**MTPA 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**

Digital Marketing Manager  
Finance Manager  
Marketing Services Manager  
Tourism Promotion Officer

**MTPA 23 : Rs 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Tourism Promotion Manager

**MTPA 24 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**

Financial Analyst (Personal)

**MTPA 25 : Rs 110000 x 4000 - 122000**

Deputy Director

**MTPA 26 : Rs 150000**

Director

