

71. NATIONAL HERITAGE FUND

- 71.1 Established by the National Heritage Fund Act No 40 of 2003, the National Heritage Fund (NHF) operates under the *aegis* of Ministry of Arts and Culture. Its objectives are, among others, to preserve the national heritage of Mauritius in the forms of archaeological sites, historical buildings, monuments or any object or property of cultural significance as a source material for scientific and cultural investigation; safeguard, manage and promote the national heritage of Mauritius; and educate and sensitise the public on cultural values and national heritage.
- 71.2 There are currently 209 sites including buildings and monuments, listed as National Heritage which are managed by the Fund. Furthermore, there is a list of over 200 potential sites already identified by the NHF waiting to be listed as National Heritage. The responsibility, *inter alia*, to implement the 1972 Convention for World Heritage, the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage of Humanity and submit periodic reports to UNESCO is also bestowed upon the NHF.
- 71.3 The Fund is headed by a Director who is accountable for implementing the policies and decisions set by the Board, as well as overseeing and managing its daily activities. He is supported in his functions by officers in professional, technical and supporting grades.
- 71.4 In the context of this review exercise, Management has requested for the creation of the grades of Accountant; Heritage Guide/Public Outreach Officer; Site Supervisor; Historian; and Programme Coordinator; and the grant of travelling and duty free facilities to Technical Officers.
- 71.5 Regarding the creation of a grade of Accountant, the Bureau could not accede to the request owing to the absence of functional justification and Management was so informed. They were further advised to fill vacant position in the grade of Accounts Clerk to ensure segregation of duties and good governance in the Finance Section. Requests for the creation of the grades of Heritage Guide/Public Outreach Officer; Historian; and Programme Coordinator were also not retained.
- 71.6 After examination and with a view to enabling the Fund to deliver efficiently on its mandate, the Bureau is providing for the grade of Site Supervisor.

Site Supervisor (New Grade)

- 71.7 The NHF has set up a Conservation and Maintenance Unit to ensure preservation and maintenance of the National Heritage sites. Management has informed that currently, the General Workers are working without close supervision. It is believed that the work that need to be carried out should be in accordance with conservation norms and standards. Otherwise, this would defeat the very purpose of having a dedicated Unit. Consequently, the need is felt for a level to exercise supervision on the work carried out by the General Workers. Hence, the request

for the creation of the grade of Site Supervisor was examined by the Bureau which recommended, accordingly.

Recommendation 1

71.8 We recommend the creation of a grade of Site Supervisor. Appointment thereto should be made by selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the NHF possessing the Certificate of Primary Education or Primary School Achievement Certificate and reckoning at least three years' service in a substantive capacity in the grade.

71.9 Incumbent would, among others, be required to: distribute work among workers under his supervision and maintain discipline among them; ensure that work is being carried out according to conservation norms and standards and safety measures are observed on site of work; make simple measurements and keep simple records of work; receive and control materials delivered on sites of work; record attendance of workers under his supervision in time books, report all unauthorised absences to Management; keep inventory of tools and materials issued to workers under his supervision and to arrange safekeeping of the unused materials on site of work; report any misconduct or insubordination and any grievances on site of work; and ensure that all employees under his supervision are provided with personal protective equipment and use them, as and when required.

71.10 We further recommend that pending the filling of the post of Site Supervisor, the senior most General Worker should be paid an appropriate allowance for performing supervisory duties.

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SALARY SCHEDULE

NHF 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

NHF 2 : 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
formerly Office Attendant

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NHF 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>
NHF 4	:	Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Site Supervisor (New Grade)
NHF 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 Conservation Worker
NHF 6	:	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
NHF 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 Clerical Officer Heritage Protection Assistant
NHF 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
NHF 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 Assistant Procurement and Supply Officer (Ex-SMEDA) (Personal)
NHF 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
NHF 11	:	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 Conservation Officer Documentation Officer Heritage Technical Officer ICT Technician

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NHF 12 : 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

NHF 13 : 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
Research/Heritage Officer

NHF 14 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager, Technical Section

NHF 15 : Rs 130000

Director

