

84. PRIVATE SECONDARY EDUCATION AUTHORITY

- 84.1 The Private Secondary Education Authority (PSEA) operates as a body corporate under the *aegis* of the Ministry of Education and Human Resource. Its mission is to act as a regulator/facilitator for Private Secondary Schools (PSS) in both Mauritius and Rodrigues as well as to uphold partnership along with good governance among stakeholders.
- 84.2 It is also responsible, *inter alia*, for: promoting and encouraging education in secondary schools; the payment of grants to secondary schools while ensuring that same are being used for the intended purposes; and the registration/inspection of secondary schools, their Managers, Rectors along with members of teaching and non-teaching staff.
- 84.3 The PSEA comprises several Sections/Units, namely Supervision Section, Administration Section, Grants Monitoring Unit, among others. A Director is responsible for the execution of the policy of the Authority as well as the control and management of its day-to-day business. He is supported by officers in grades falling under professional/technical cadres and employees of the Workmen's Group.
- 84.4 For this review exercise, both Management and the staff side made proposals for the creation of additional levels. In addition, Unions made representations for review of qualifications requirement; upgrading of salary; and on specific Conditions of Service while Management requested for the grant of duty exemption on the purchase of a car to some grades. All requests have been examined and we are making appropriate provisions.

Maintenance Officer (New Grade)

- 84.5 Management has apprised that there is functional need for a dedicated grade to look into issues related to office accommodation, furniture and equipment, maintenance of building together with physical environment of the PSEA. We are recommending accordingly.

Recommendation 1

- 84.6 **We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification and reckoning at least three years' experience in building construction/electrical works.**
- 84.7 Incumbent would be required, *inter alia*, to plan, design, execute, supervise and monitor civil engineering works; guide, supervise and control maintenance staff; assist in feasibility studies and preparation of tender documents; make regular inspection of existing infrastructure and submit reports thereon; and be responsible for maintenance as well as repairs of plant, furniture and equipment, buildings and related infrastructure.

Administrative Officer
formerly Administrative Assistant

84.8 Officers in the grade of Administrative Assistant at the PSEA are called upon to: assist in formulating, in line with rules and regulations and best practices, administrative procedures and policies of the Authority; promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness; and implement and coordinate projects, among others. Management has informed that these officers are performing additional higher level duties and there is need to restyle and upgrade the position. The newly filled-in Job Description Questionnaires have been examined and it has been observed that the officers are indeed performing duties at a higher level. Also, it has been noted that the existing scheme of service is outdated and needs to be revised. We are making appropriate provisions to that effect.

Recommendation 2

- 84.9 **We recommend that the grade of Administrative Assistant be restyled Administrative Officer.**
- 84.10 **We also recommend that the scheme of service of the grade of Administrative Officer *formerly Administrative Assistant* should be amended to include the additional duties being performed and consequential amendments should be brought thereto with the restyling of the grade of Higher Executive Officer to Office Management Assistant.**
- 84.11 **We further recommend that, as from 01 January 2026, officers who will be appointed in the grade of Office Management Assistant *formerly Higher Executive Officer* as well as incumbents in grades from the Financial Operations and Procurement and Supply Cadres should possess a Degree in the relevant field to be eligible to apply for the post of Administrative Officer *formerly Administrative Assistant*.**
- 84.12 **The above has been taken into consideration in arriving at the salary scale recommended for the grade.**

Quality Assurance Officer

84.13 The qualifications requirement for the grade of Quality Assurance Officer are being reviewed in line with what obtains for comparable positions in other organisations.

Recommendation 3

- 84.14 **We recommend that:**
- (i) **the grade of Quality Assurance Officer be made evanescent and incumbent be granted a personal salary; and**
 - (ii) **a grade of Quality Assurance Officer (Future Holder) be established. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree; a Master's Degree**

and reckoning at least three years' post-qualification experience in teaching or teacher training or curriculum development or school development/inspection in a large institution/department in the Education Sector.

Psychologist (Education)

formerly Educational Psychologist

Recommendation 4

84.15 We recommend that the grade of Educational Psychologist be restyled Psychologist (Education).

Risk Allowance

84.16 Request was made for the payment of a Risk Allowance to officers in the grade of Educational Social Worker due to the nature of their duties. After examining the request, we are making an appropriate recommendation in view of risk faced by the Educational Social Workers.

Recommendation 5

84.17 We recommend that Management should arrange for a Risk Assessment Exercise to be carried out by the Departmental Safety and Health Committee of the organisation in line with provisions made in the Chapter on Risk, Insurance and Compensation in Volume 1 of this Report.

Senior Financial Operations Officer (Future Holder)

Human Resource Officer/Senior Human Resource Officer

84.18 Senior Financial Operations Officer (Future Holder) and Human Resource Officer/Senior Human Resource Officers who possess the relevant Diploma should be allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

Abolition of Grade

84.19 Management has submitted that the grade of Executive Officer (Personal to officers in post as at 31.12.15) is vacant and would no longer be required. **The grade is, therefore, being abolished.**

84. PRIVATE SECONDARY EDUCATION AUTHORITY SALARY SCHEDULE

**PSEA 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

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PSEA 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

PSEA 3 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

PSEA 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

PSEA 5 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720

Senior Gardener

PSEA 6 : 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

PSEA 7 : 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

PSEA 8 : 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

Binder

PSEA 9 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Head Office Auxiliary
formerly Senior/Head Office Attendant

PSEA 10 : 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

PSEA 11 : 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

Word Processing Operator

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PSEA 12 : 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

formerly Clerical Officer/Higher Clerical Officer

PSEA 13 : Rs 28545 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 - 47950

Senior Word Processing Operator

PSEA 14 : 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

PSEA 15 : 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 Financial Operations Officer

Assistant Procurement and Supply Officer

Statistical Officer

PSEA 16 : 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

formerly Internal Control Officer

PSEA 17 : 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

PSEA 18 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Computer Officer

Financial Operations Officer

Procurement and Supply Officer

PSEA 19 : Rs 28545 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 x 1100 - 54500 x 1450 - 57400

Educational Social Worker

PSEA 20 : 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

formerly Higher Executive Officer

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PSEA 21 : 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
Public Relations Officer

PSEA 22 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Senior Financial Operations Officer (Future Holder)

PSEA 23 : 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

ICT Technician
Maintenance Officer (New Grade)

PSEA 24 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

PSEA 25 : 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 - 62350 x 1850 - 64200

Safety and Health Officer/Senior Safety and Health Officer

PSEA 26 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Assistant Manager, Financial Operations

PSEA 27 : 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 Officer
formerly Administrative Assistant
Project Coordinating Officer
Quality Assurance Officer (Future Holder)

PSEA 28 : 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

Psychologist (Education)
formerly Educational Psychologist

PSEA 29 : 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

Human Resource Management Officer

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PSEA 30 : 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 Systems Analyst/Senior Systems Analyst

PSEA 31 : 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

PSEA 32 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Supervisor/Senior Supervisor

PSEA 33 : Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Manager, Financial Operations

PSEA 34 : Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750

Quality Assurance Officer (Personal to officers in post as at 31.12.25)

PSEA 35 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Principal Supervisor

PSEA 36 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Finance Manager

PSEA 37 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000

Secretary

PSEA 38 : Rs 97000 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000

Deputy Director

PSEA 39 : Rs 150000

Director

