

87. QUALITY ASSURANCE AUTHORITY

- 87.1 The Quality Assurance Authority (QAA) has been established under the Higher Education Act of 2017 as a statutory body. It operates under the *aegis* of the Ministry of Tertiary Education, Science and Research. Its objects are to: promote, maintain and enhance quality assurance of higher education; and enhance and identify good practice in higher education. As the national quality assurance authority, the QAA plays a crucial role in ensuring that qualifications offered by institutions in Mauritius meet international standards.
- 87.2 An Executive Director is at the helm of the Authority and she is responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the organisation. Incumbent is assisted in the discharge of her duties by a Manager (Quality Assurance) and an Assistant Secretary, as well as officers at professional, technical and support levels.
- 87.3 Both Management and Union have requested for the creation of a plethora of grades to significantly reinforce the structure following the transition from the defunct Tertiary Education Commission (ex-TEC). Proposals have also been made to restyle certain positions. After an examination of the structure, we have provided for a few grades that would contribute in enhancing the enabling functions of the Authority.
- 87.4 Proposals were equally made, among others, to abolish grades that are no longer required and amend the mode of appointment of grades along with the payment of allowance to officers for performing additional duties. Parties were apprised that such issues need to be looked into administratively by Management.
- 87.5 Demands were also made for an upward review of the salary of certain grades, in line with what obtained at the ex-TEC. In the context of the integration exercise of employees of the defunct institution into the QAA, the grades have been reassessed, based on their proposed scheme of service and also after taking into account the mandate of the Authority. In the process, officers in post in the grades concerned at the ex-TEC have not been worsened salary-wise. Therefore, the lower salaries granted to certain grades upon their integration into the QAA should not be construed as anomalous.
- 87.6 As highlighted earlier, we are consolidating the structure, as provided in the ensuing paragraphs.

IT Analyst (New Grade)

- 87.7 The IT Section presently comprises only a grade of ICT Technician. In view of the digitalisation of all functions at the QAA, both Management and Union have requested for the creation of professional levels, namely IT Manager and Systems Administrator.

- 87.8 We view that a managerial position is not warranted at this stage, but instead a level of IT Analyst would be beneficial to the Authority. We are, therefore, recommending for its creation.

Recommendation 1

- 87.9 We recommend the creation of a grade of IT Analyst. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Financial Operations Officer/Senior Financial Operations Officer (New Grade)

Assistant Financial Operations Officer (New Grade)

- 87.10 The Finance Section is currently manned by a Senior Financial Operations Officer. Proposal for the creation of a grade of Financial Operations Officer to assist the latter was made by both Management and Union.
- 87.11 After examining the request, we consider that the grades of Assistant Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer would be adequate for the smooth running of the Finance Section. Consequently, we are providing for the phasing out of the grade of Senior Financial Operations Officer.

Recommendation 2

- 87.12 We recommend the creation of a grade of Financial Operations Officer/Senior Financial Operations Officer. Appointment thereto should be made in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**
- 87.13 Incumbent would be required, among others, to: advise on matters related to financial operations and management, and transactions at the QAA; ensure that financial, procurement and other relevant legislations and regulations are understood, correctly applied and fully complied with; ensure that financial operations are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislation, regulations and circulars; prepare payrolls, payment vouchers and other remittances; and prepare/assist in the preparation of Budget Estimates.
- 87.14 We further recommend the creation of a grade of Assistant Financial Operations 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.**
- 87.15 We also recommend that the grade of Senior Financial Operations Officer should be made evanescent.**

Assistant Procurement and Supply Officer (New Grade)

- 87.16 There is presently no dedicated grade on the establishment of the QAA to perform procurement duties. The Union has thus requested for the creation of the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer. Management on its side proposed for the creation of a merged level of Procurement and Supply Officer/Senior Procurement and Supply Officer and a subordinate grade of Assistant Procurement and Supply Officer.
- 87.17 Taking into account the size of the organisation and level of activities thereat, we consider that a grade of Assistant Procurement and Supply Officer would be sufficient at this stage. We are recommending accordingly.

Recommendation 3

- 87.18 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.**

Administrative Officer***formerly Assistant Secretary***

- 87.19 Pursuant to the guidelines provided in the 2021 PRB Report for administrative grades, the grade of Assistant Secretary needs to be restyled to a more appropriate appellation, to better reflect the nature and level of duties/responsibilities devolving upon incumbent. We are, therefore, providing for its restyling.

Recommendation 4

- 87.20 We recommend that the grade of Assistant Secretary be restyled Administrative Officer.**

Movement Beyond Top Salary

- 87.21 Human Resource Officer/Senior Human Resource Officers and Financial Operations Officer/Senior Financial Operations Officers should be allowed to move incrementally beyond their top salary in the Master Salary Scale subject to satisfying certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

87. QUALITY ASSURANCE AUTHORITY

SALARY SCHEDULE

QAA 1 : 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

87. QUALITY ASSURANCE AUTHORITY (Contd)

QAA 2 : 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

QAA 3 : 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

QAA 4 : 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

QAA 5 : 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 (New Grade)

Assistant Procurement and Supply Officer (New Grade)

QAA 6 : 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

QAA 7 : 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 (Personal)

QAA 8 : 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

QAA 9 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850

Financial Operations Officer/Senior Financial Operations Officer (New Grade)

QAA 10 : 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

Documentation Officer

ICT Technician

QAA 11 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Financial Operations Officer (Personal)

87. QUALITY ASSURANCE AUTHORITY (Contd)

QAA 12 : 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 Assistant Secretary

Quality Assurance Officer

formerly Assistant Quality Assurance Officer

QAA 13 : 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 (New Grade)

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

Senior Quality Assurance Officer

formerly Quality Assurance Officer

QAA 15 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Manager (Quality Assurance)

QAA 16 : Rs 150000

Executive Director

EX-TERTIARY EDUCATION COMMISSION**SALARY SCHEDULE**

TEC 1 : 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

Programme Officer (Personal)

