

99. STATE TRADING CORPORATION

- 99.1 The State Trading Corporation (STC) is a body corporate established under the STC Act 1982 and operates under the *aegis* of the Ministry of Commerce and Consumer Protection.
- 99.2 As the trading arm of the Government, the STC is the second largest importer in Mauritius and primarily deals in four essential and strategic commodities, namely petroleum products, liquefied petroleum gas, rice, flour and other essential basic commodities for Mauritius and Rodrigues. Additionally, whenever there are excessive rises in the prices or shortages of basic food commodities, the STC is called upon to intervene in the market. It is also involved in the storage of petroleum products, liquefied petroleum gas and Petroleum Hub.
- 99.3 The activities of the STC are currently organised in different sections such as commercial, business development, procurement and supplies, and risk and treasury, among others. The General Manager heads the organisation and is responsible for the execution of the policy of the Board. He is assisted in his tasks by an array of professional, technical and support staff at various levels.
- 99.4 Common representations from both Management and the staff side were mainly for restyling and creation of grades; and review of schemes of service along with the salary of certain levels. In addition, the Union, *inter alia*, requested for the grant of Risk Allowance and mounting of specific courses for officers of the Supplies and Sales Officer Cadre while Management submitted that some grades be abolished as they are no longer required.
- 99.5 During consultative meetings, all requests were discussed and stakeholders were apprised of those which cannot be retained and the justifications thereof. Moreover, the views of the STC were sought on some proposals of the Unions. The views of the parent Ministry were equally sought on certain demands of Management. These have been taken into consideration while framing our recommendations.
- 99.6 After examining the requests and taking into account the role of the STC, we are, in this Report, reinforcing the structure with the creation of a few grades.

Senior Clearing and Forwarding Officer (New Grade)

- 99.7 The Commercial Division is responsible to ensure the regular availability of strategic commodities on the local market. It also participates in promoting/developing Mauritius into a Petroleum Hub. The Division is headed by a Commercial Manager and is supported by officers in the grades of Assistant Commercial Manager, Commercial Analyst and Clearing and Forwarding Officer.
- 99.8 Currently, the Clearing and Forwarding Officer reports directly to the Commercial Manager. For this review exercise, Management requested for the creation of a

grade of Senior Clearing and Forwarding Officer in view of the increasing diverse activities and to provide direct supervision to the Clearing and Forwarding Officer.

- 99.9 Given the pivotal role of the Division to ensure custom, sanitary and phytosanitary clearances of all goods imported by the STC, we are providing for a grade of Senior Clearing and Forwarding Officer.

Recommendation 1

- 99.10 We recommend the creation of a grade of Senior Clearing and Forwarding Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Clearing and Forwarding Officer reckoning at least five years' service in a substantive capacity in the grade.**

- 99.11 Incumbent would be required, *inter alia*, to: assist the Commercial Manager in the day-to-day functioning of his duties; handle timely order execution and documentations like pre and post shipment documents, ensure accurate checklist and check all documents to avoid errors, identify missing documents, and/or potential issues; manage demurrages, port charges within specified norms; manage seamless movement of the consignments to the destination; and liaise with Port Authorities as well as customs officials, for compliance to regulatory requirements and maintain requisite papers/documents.

Senior Procurement and Supply Officer (New Grade)

- 99.12 Management requested for the creation of a grade of Senior Procurement and Supply Officer to provide support to the Procurement Manager in view of the ongoing procurement activities at the STC. The Bureau is making appropriate recommendation.

Recommendation 2

- 99.13 We recommend the creation of a grade of Senior 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.**

- 99.14 Incumbent would be required, among others, to: assist the Procurement Manager in the day-to-day functions; handle timely order execution and document regarding the procurement process; implement and maintain procurement policies, procedures and processes to ensure transparency and efficiency; and maintain and update procurement records/documentation.

- 99.15 Senior Procurement and Supply Officers possessing the relevant Diploma should be 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.**

Human Resource Officer/Senior Human Resource Officer (New Grade)

- 99.16 At present, the HR Division of the STC is headed by a Human Resource Manager who is supported by officers in the grade of Human Resource Management Officer. Management requested for the creation of a grade at the lower level in the HR Division.
- 99.17 After examining the request, the Bureau considers that the grade of Human Resource Officer/Senior Human Resource Officer, similar to what is obtainable in other organisations, would be appropriate to reinforce the Division and to provide support to the Human Resource Management Officer. We are recommending accordingly.

Recommendation 3

- 99.18 **We recommend the creation of a grade of Human Resource Officer/Senior Human Resource 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.**
- 99.19 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma should be 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.**

Driver (Heavy Vehicles above 5 tons) (New Grade)

- 99.20 The STC has started to sell its products through various outlets, market fairs and shops around the island in view of the increasing number of complaints on the non-availability of its products. As such, it is envisaging to purchase a lorry of higher capacity (8 tons) to enhance efficiency in terms of timeliness. In this perspective, Management proposed the creation of a grade of Driver (Heavy Vehicles above 5 tons). We are recommending to that effect.

Recommendation 4

- 99.21 **We recommend the creation of a grade of Driver (Heavy Vehicle above 5 tons). Appointment thereto should be made by selection from among serving employees holding a substantive post at the STC and who possess a valid driving licence for goods vehicles and have good eyesight. In the absence of qualified serving employees, the grade should be filled from external candidates possessing the required qualifications.**
- 99.22 Incumbent would be required, among others, to: drive buses, lorries and other vehicles above 5 tons; drive cars and vans, as and when required; perform routine checks/maintenance task related to vehicles and report any defect to the Head of Section; record movement in appropriate logbook; supervise loading and unloading of goods; and ensure the accurate delivery of products.

Business Development Officer***formerly Business Development Officer (Marketing)******Business Development Officer (Research and Development)***

- 99.23 The Business Development Division has a key role to play for the long-term viability and sustainability of the STC. Different capital projects which are in the pipeline, require particular attention due to their complexity and long timeline. Currently, the Division is manned by officers in the grades of Business Development Manager and Business Development Officer (Marketing) and Business Development Officer (Research and Development).
- 99.24 In view of the similarities in the duties of the grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development), Management proposed to restyle the grades to a single appellation of Business Development Officer and create a grade of Senior Business Development Officer to strengthen the Division.
- 99.25 After examining the requests, we observed that there is no functional need for a grade of Senior Business Development Officer at this stage. However, the STC should consider increasing the establishment size of the lower level in the Division. We are, however, restyling the grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development) to an appropriate appellation.

Recommendation 5

- 99.26 **We recommend that the grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development) be restyled Business Development Officer. This element has been taken into consideration in arriving at the recommended salary scale for the grade.**
- 99.27 **We further recommend that the scheme of service of the grade of Business Development Officer *formerly Business Development Officer (Marketing) and Business Development Officer (Research and Development)* should be amended to include combined duties of the former grades of Business Development Officer (Marketing) and Business Development Officer (Research and Development).**

IT Analyst***formerly Systems Administrator******Systems Analyst***

- 99.28 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades bearing different appellations across Parastatal Bodies and has noted significant overlapping of duties and responsibilities. For the sake of harmonisation, we are restyling these grades to appropriate appellations.

Recommendation 6

99.29 We recommend that the grades of Systems Administrator and Systems Analyst be restyled IT Analyst.

Supplies and Sales Officer Cadre

99.30 Several requests were made by the staff side pertaining to a review of the mode of appointment of higher levels in the Supplies and Sales Officer Cadre; mounting of appropriate courses by Management; and review of their salary scale. Management, on its part, requested for a restructuring of the Cadre with merging and creation of a few grades along with a review of their mode of recruitment.

99.31 The Bureau was informed that further to a Consultancy Report, the STC is sponsoring some officers in the grade of Supplies and Sales Officer to follow courses leading to a Certificate in Sustainable Logistics and Supply Chain Operations and Diploma in Sustainable Logistics and Global Supply Chain Operations. **This would, in turn, warrant a change in the respective scheme of service of grades in the Cadre, which is a matter to be dealt with administratively by Management.**

99.32 In the given circumstance, the Bureau is maintaining the existing structure of the Supplies and Sales Officer Cadre.

Abolition of grades

99.33 Management has submitted that the grades of Granary Operative and Chief Tradesman (Fitter) are vacant and would no longer be required. **We are, therefore, abolishing these grades as well as the grade of Executive Officer (Personal) which is vacant.**

99. STATE TRADING CORPORATION SALARY SCHEDULE

STC 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

STC 2 : Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040

Surveillant

STC 3 : 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

99. STATE TRADING CORPORATION (Contd)

STC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver

STC 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

Tradesman

STC 6 : 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

STC 7 : 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

STC 8 : 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 x 970 - 40110

Forklift Driver

STC 9 : Rs 26645 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

Driver (Heavy Vehicles above 5 tons) (New Grade)

STC 10 : 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

STC 11 : 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

STC 12 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Chief Tradesman

STC 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

99. STATE TRADING CORPORATION (Contd)

- STC 14 : 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 - 46900 x 1050 - 49000**
Supplies and Sales Officer
- STC 15 : 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
- STC 16 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Workshop Supervisor
- STC 17 : Rs 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 - 55950**
Clearing and Forwarding Officer
- STC 18 : 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
- STC 19 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Higher Supplies and Sales Officer
Procurement and Supply Officer
- STC 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
- STC 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 (New Grade)
- STC 22 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Senior Procurement and Supply Officer (New Grade)
- STC 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

99. STATE TRADING CORPORATION (Contd)

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

Senior Supplies and Sales Officer

STC 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

STC 26 : 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

STC 27 : 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 - 62350 x 1850 - 64200

Senior Clearing and Forwarding Officer (New Grade)

STC 28 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050

Office Superintendent

STC 29 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Senior Technical and Facilities Officer

STC 30 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700

Principal Supplies and Sales Officer
Senior Accounting Technician

STC 31 : 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 - 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Administrative Assistant

STC 32 : 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

Communication Officer

STC 33 : 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 Systems Administrator
Systems Analyst

99. STATE TRADING CORPORATION (Contd)

STC 34 : 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
Internal Auditor

STC 35 : Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Chief Supplies and Sales Officer

STC 36 : 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

Business Development Officer
formerly Business Development Officer (Marketing)
Business Development Officer (Research and Development)

Commercial Analyst
Risk and Treasury Officer

STC 37 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Assistant Financial Manager
Human Resource Manager
Procurement Manager
Secretary

STC 38 : 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

Assistant Commercial Manager
Assistant Risk and Treasury Manager
Audit Manager

STC 39 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Manager

STC 40 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000

Business Development Manager
Commercial Manager
Financial Manager
Risk and Treasury Manager

STC 41 : Rs 150000

General Manager

