

111. TRUST FUND FOR EXCELLENCE IN SPORTS

- 111.1 The Trust Fund for Excellence in Sports (TFES) has been set up under the Finance and Audit (Trust Fund for Excellence in Sports) Regulations 2002. It became operational in 2005 under the *aegis* of the Ministry of Youth and Sports. The object of the Fund is to design, finance and implement projects and schemes for the benefit of: sportsmen and sportswomen who have achieved excellence in their respective fields at national or international level; young athletes who have achieved excellence in their respective field at school level; and retired sportsmen and sportswomen who need support and financial assistance in order to embark on other professional activities.
- 111.2 A Management Committee administers and manages the TFES. As provided in the Act, a Director is the chief executive officer of the Fund. The latter is responsible to the Committee for the execution of the policy and control and management of the day-to-day business of the TFES. He is assisted in the discharge of his duties by officers in the grades of Administrative Support Officer and Administrative Support Assistant. The other grades that exist on its establishment are Academic Coordinator, Technical Tutor, TFES Coordinator (Rodrigues) and TFES Secretary (Rodrigues), which are filled on part-time and contract basis.
- 111.3 For this review exercise, no representation was made by the staff side. Management requested for the creation of different grades on its establishment given that the TFES would be governed by the recommendations of the PRB Report.
- 111.4 While examining the proposed schemes of service, we observed that the duties of the grade of Administrative Support Officer are similar to what obtains for the grade of the Management Support Officer in Parastatal Bodies and those of the grades of Administrative Support Assistant and TFES Secretary (Rodrigues) are of a clerical nature. It was also noted that the grades of Academic Coordinator and TFES Coordinator (Rodrigues) carry out similar duties.
- 111.5 Taking into account the Fund's objectives/functions and for harmonisation purpose, we consider that a structure comprising the grades of Director, Management Support Officer, Clerical Officer and Coordinator (Part-time) is adequate to fulfil the Fund's mandate effectively.

Director (New Grade)

Recommendation 1

- 111.6 **We recommend the creation of a grade of Director. Appointment thereto should be made by selection from among candidates possessing a Degree in Administration or Management or Finance or Human Resource Management or an equivalent qualification and a Master's Degree in a relevant field, and reckoning at least five years' experience at senior management level.**

- 111.7 Incumbent would be responsible for the implementation of the objects of the TFES and be required, among others, to: develop strategic plan to achieve the Fund's objectives; establish appropriate guidelines, systems and procedures to ensure operational effectiveness and efficiency; provide advice to the Management Committee on matters relevant to the effective and efficient operation of the Fund; monitor the implementation of all projects undertaken; and plan, organise and coordinate all TFES missions and exercise necessary follow up on agreed deliverables.

Management Support Officer (New Grade)

Recommendation 2

- 111.8 We recommend the creation of a grade of Management Support 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.**

Clerical Officer (New Grade)

Recommendation 3

- 111.9 We recommend the creation of a grade of Clerical Officer. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**
- 111.10 Incumbent would be required, *inter alia*, to: perform clerical duties including the preparation, scrutiny and processing of documents and records; maintain files of correspondence, forms, reports and other materials; carry out registry, simple finance, human resource and procurement and supply duties, under supervision; type, collate general office correspondence and documents; operate email services and carry out secretarial duties, as and when required; and assist in administrative duties as well as provide general support to operational services.

Coordinator (Part-Time) (New Grade)

Recommendation 4

- 111.11 We recommend the creation of a grade of Coordinator (Part-Time). Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".**
- 111.12 Incumbent would be required, among others, to: meet parents of athletes to explain TFES projects once recommendation of Sports Federation has been cleared by the Management Committee; advise athletes under TFES Programme on choice of subjects and arrange for academic support wherever needed; meet with athletes, school administration and tuition teachers for academic follow up of athletes; monitor presence of athletes at school with help of school administration;

organise canteen facilities in respect of these athletes; and maintain database of athletes, schools and academic results and other data related to the programme.

Technical Tutor (Part-Time)

111.13 Presently, the part-time position of Technical Tutor is filled on contractual/sessional basis and incumbents are paid a monthly allowance. Since the present arrangement suits the operational needs of the Fund, as informed by Management, we consider that same should continue to prevail. **However, Management should initiate procedures through the proper channel, for the payment of an allowance to incumbents, as to be determined by the Bureau.**

Option to Join

111.14 Existing substantive employees in the grades of Administrative Support Assistant and Administrative Support Officer may be given the option to join the new grades of Clerical Officer and Management Support Officer respectively, provided they satisfy the qualifications requirement recommended for the grades concerned.

111. TRUST FUND FOR EXCELLENCE IN SPORTS SALARY SCHEDULE

TFES 1	:	Rs 17975 Coordinator (Part-Time) (New Grade)
TFES 2	:	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 (New Grade)
TFES 3	:	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 (New Grade)
TFES 4	:	Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Director (New Grade)

