

104. TAXI OPERATORS WELFARE FUND

- 104.1 The Taxi Operators Welfare Fund (TOWF) was established under the Taxi Operators Welfare Fund Act 2021 with the primary objective to promote and advance the welfare of taxi operators in Mauritius. In line with its statutory mandate, the Fund is expected to manage and optimise its financial and other resources to support the social and economic welfare of taxi operators and their families. It is further entrusted with the development and implementation of welfare schemes, including loan facilities and other forms of financial assistance as well as the execution of targeted projects aimed at improving the quality of life of its beneficiaries.
- 104.2 On the basis of requests submitted by Management, we are in this Report making provision for the creation of a number of grades to facilitate the operationalisation of the Fund.

Administrative Manager (New Grade)

Recommendation 1

- 104.3 **We recommend the creation of a grade of Administrative Manager. Appointment thereto should be made by selection from among candidates possessing a Degree in Business Administration or Public Administration and a Master's Degree in Business Administration or Public Administration or an equivalent qualification and reckoning at least five years' experience in the relevant field.**
- 104.4 Incumbent would be required, *inter alia*, to: be responsible for the effective and efficient management of the day-to-day business of the Fund and for the execution of the decisions of the Board; act as Secretary to the Board and ensure follow-up and implementation of its decisions; deal with matters relating to tenders, contracts, insurance, acquisition and leases of property and maintenance; ensure the maintenance of an updated Register as required under section 18 of the TOWF Act; formulate and implement manpower planning/development and training schemes; deal with personnel, financial and procurement matters; and assist in the formulation and implementation of policies relating to industrial relations, discipline, safety and health and staff welfare.

Programme Welfare Officer (New Grade)

Recommendation 2

- 104.5 **We recommend the creation of a grade of Programme Welfare Officer. Appointment thereto should be made by selection from among candidates who hold a Degree in Social Work or Communication or Mass Communication or Policy Studies or Journalism or Humanities or Public Relations or an equivalent qualification and reckon at least five years' experience in social work, project design and project management.**

- 104.6 Incumbent would be required, among others, to: assist the Administrative Manager in planning, developing and implementing programmes for the welfare of taxi operators; be responsible for the organisation of seminars, symposium, forums, talks and welfare activities along with production of radio and TV programmes on the activities of the Fund; conceptualise, design and formulate innovative projects relating to the welfare of taxi operators; coordinate, monitor, evaluate and write report on project activities; update contents of the social media platforms operated by the Fund; assist in the preparation of the Fund's yearly estimates and the Annual Reports; act as Secretary to committees/meetings; and conduct enquiries relating to cases requiring social alleviation.

Programme Welfare Assistant (New Grade)

Recommendation 3

- 104.7 We recommend the creation of a grade of Programme Welfare Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work or Journalism or Humanities or Communication or Mass Communication or Public Relations or an equivalent qualification and reckoning at least one year post-qualification experience in social work, journalism or communication.**
- 104.8 Incumbent would, *inter alia*, be required to: assist in the organisation of information, education and communication activities; organise sport, recreational and other welfare activities and functions; coordinate counselling meetings relating to taxi operators in need of assistance; perform periodic site visits to taxi stands/bases of operation to interact with taxi operators; draft progress reports, briefs and memorandum on welfare activities; and keep register of assistance provided to taxi operators.

Assistant Financial Operations Officer (New Grade)

Recommendation 4

- 104.9 We 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.**

Assistant Procurement and Supply Officer (New Grade)

Recommendation 5

- 104.10 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.**

Management Support Officer (New Grade)**Recommendation 6**

- 104.11 We recommend the creation of a grade of Management Support Officer. Appointment thereto and the duties should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

Receptionist/Telephone Operator (New Grade)**Recommendation 7**

- 104.12 We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained at one sitting or passes in at least five subjects with at least Grade C in English Language and French obtained on one Certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification.**
- 104.13 Incumbent would, among others, be required to: operate the telephone switchboard; record incoming and outgoing calls and convey messages; provide information regarding the activities and schemes of the Fund; attend to and direct visitors; and perform simple clerical duties.

Driver/Office Auxiliary (New Grade)**Recommendation 8**

- 104.14 We recommend the creation of a grade of Driver/Office Auxiliary. Appointment thereto should be made by selection from among candidates who show proof of having sat for Cambridge School Certificate or an equivalent qualification and holding a valid driving licence to drive cars, vans and minibuses or lorries up to five tons.**
- 104.15 Incumbent would, among others, be required to: drive with proper care the vehicles of the Fund; carry out simple checks/maintenance tasks; perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents; operate office equipment such as duplicating binding machine, photocopying machine, fax machine and telephone switchboard/PABX console, whenever required; open and close offices; and keep the premises clean.

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SALARY SCHEDULE

TOWF 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 (New Grade)

TOWF 2 : 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 (New Grade)

TOWF 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)

TOWF 4 : 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)

TOWF 5 : 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 - 55950

Programme Welfare Assistant (New Grade)

TOWF 6 : 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 Welfare Officer (New Grade)

TOWF 7 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative Manager (New Grade)

