07.02 NATIONAL SOLIDARITY FUND

07.02.01 The National Solidarity Fund (NSF) is a body corporate established under the NSF Act No. 7 of 1991. It operates under the aegis of the Ministry of Social Security, National Solidarity and Reform Institutions. Following a government decision, it now falls under the purview of the Pay Research Bureau.

07.02.02 The organisation envisions to promote a society based on national solidarity and its mission is to give financial assistance to alleviate immediate hardship.

07.02.03 The NSF is responsible to, inter alia, provide financial assistance to resident citizens of Mauritius, who may require surgical operations which can only be performed abroad or in medical institutions in Mauritius, approved by the Ministry of Health and Quality of Life; provide financial assistance to redundant workers; and provide with the approval of the Minister, financial assistance directly to individuals who have undergone some personal hardship.

07.02.04 At present, the NSF is managed by a Board and headed by an Administrative Secretary who is responsible for the execution of the policy of the Board and the day-to-day administration of the NSF. Support services are provided by Clerical Officers employed on contract and by employees of the Financial Operations cadre from the Ministry of Social Security, National Solidarity and Reform Institutions who are seconded for duty on part-time basis to the NSF.

07.02.05 We are, in this Report, upon request of the Management and Parent Ministry, providing the NSF with an organisational set up that will enable it to fulfill its mandate more efficiently and effectively. To this end, we are making provision for the creation of the grades of Financial Operations Officer, Clerk/Word Processing Operator and Office Care Attendant on its establishment.

Administrative Secretary

07.02.06 At present, appointment to the grade of Administrative Secretary is made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate; and a Diploma in Public Administration. The post has been graded by the Board of the NSF.

07.02.07 It has been submitted that over the years, the activities of the NSF have considerably increased both in volume and complexity. Consequently, request has been made to bring the entry qualification requirements for the grade of Administrative Secretary to a degree level.
07.02.08 Given the lean structure of the organisation, the Bureau considers that the review of qualification requirements at this stage of operation is not warranted. However, we are providing for additional compensation to degree holders in the grade.

Recommendation 1

07.02.09 We recommend that the Administrative Secretary possessing a degree, on reaching the top of the salary scale, be allowed to move incrementally in the master salary scale up to Rs 34200 provided that the officer has been efficient and effective in his performance as evidenced by his Performance Appraisal Report and has not been adversely reported upon on ground of conduct.

Financial Operations Officer (New Grade)

Recommendation 2

07.02.10 We recommend the creation of the grade of Financial Operations Officer on the establishment of the National Solidarity Fund. Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate with a pass in Mathematics or Accounting; and possessing one of the following qualifications:

(a) the Diploma in Public Financial Management and Accounting from a recognised institution;
(b) a Diploma in Accountancy from a recognised institution;
(c) a pass at Foundation Part I Stage (complete) of the ACCA Examinations;
(d) a pass at Stages I and II (complete) of the CIMA Examinations;
(e) a credit pass at Final level of the Association of Accounting Technicians (AAT) Examinations;
(f) the Certificate of the London Chamber of Commerce and Industry in Accounting (Level 3) formerly Higher Stage;
(g) the Certificate of the Pitman Examinations Institute of Accounting (Level 3).

Candidates should also reckon at least three years’ experience in financial duties.

07.02.11 Incumbent would, inter alia, be required to: compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts; maintain accounting records such as, cash flow budgets, ledger, journal entries and financial forecasts; review reconciliation and
ensure smooth follow-up of outstanding items; ensure proper and timely submission of accurate returns; provide assistance in the processing of audit queries related to financial issues; prepare payroll and examine vouchers before payment; and verify all accounting statements.

Clerk/Word Processing Operator (New Grade)

07.02.12 As the NSF is at the initial stage of its operation, we are providing for the services of an officer to carry out both word processing and clerical functions as well as other related duties.

Recommendation 3

07.02.13 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level” or equivalent qualification together with a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.

07.02.14 The Clerk/Word Processing Operator would be required, inter alia, to prepare and scrutinise documents and records; perform registry and general clerical duties; perform word processing and computer/data processing work; and operate telefax and e-mail services.

Office Care Attendant (New Grade)

Recommendation 4

07.02.15 We recommend the creation of the grade of Office Care Attendant on the establishment of the National Solidarity Fund. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Board of NSF.

07.02.16 Incumbent would be required, inter alia, to: collect keys and deposit same from/to police station/police post; open and close offices; run official errands, including the dispatch of correspondence, forms and materials, and the distribution of files, documents and faxes; usher in/guide visitors to schedule officers; clean premises and maintain the physical environment at a good standard; operate a telephone switchboard/PABX console; operate office equipment such as duplicating, photocopying and fax machines; and respond to calls.
07.02 NATIONAL SOLIDARITY FUND

SALARY SCHEDULE

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<tr>
<th>NSF 1</th>
<th>Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350</th>
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<th>NSF 4</th>
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