

29.1 NATIONAL ARCHIVES DEPARTMENT

- 29.1.1 The National Archives Department, which was established under the National Archives Act No 22 of 1999, houses the collective memory of the nation's history. In its store, there is an array of rich and diverse records which are of significant interest to one and all. Its main functions are that it sees to it that an efficient and economical management of the records of the Government of Mauritius is carried out; and it also caters for the preservation of these public records of archival value for current and future use by the Government, citizens of Mauritius and international users.
- 29.1.2 Presently, the National Archives Department is headed by a Director who is assisted by professionals and technical staff.
- 29.1.3 It has been represented by Unions to demerge the grade of Archives Officer/Senior Archives Officer, increase the number of posts for the professional grades, enhance the duty exemption scheme, amend the scheme of service for the grade of Deputy Director, and to provide appropriate training to officers of the Department. Over and above the requests made by Unions, Management has submitted to make provision for a retention allowance for all the professional and technical grades.
- 29.1.4 Given that the grade of Archives Officer/Senior Archives Officer was merged in the 2013 PRB Report and that EOAC 2013 Report has provided for a supervisory level with the creation of the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12), the merged grade of Archives Officer/Senior Archives Officer is being maintained. As regards the scheme of service for the grade of Deputy Director, National Archives, approval of the High Powered Committee has already been obtained to amend the scheme of service such that appointment to the grade is by selection from among officers of the National Archives in the grades of Archivist, Records Manager, Conservator and Chief Archives Officer possessing a Degree in the field of Archives or a Degree and a Certificate in Archival Science. During the consultative meeting with Management, the latter was apprised that the survey carried out by the Bureau on recruitment and retention problems in the public sector has revealed that there is no such problem at the National Archives Department.
- 29.1.5 In this review, the Bureau is making a firm recommendation for an HR Audit exercise to be mandatorily carried out in each organisation to ensure that there is adequate number of people at all levels to enable the organisation to deliver on its mandate efficiently and effectively. Since the existing structure is fit-for-purpose, we are maintaining same. However, we are making provision for career path for officers in the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12) and for protective clothing/equipment.

Principal Archives Officer

29.1.6 As highlighted above, the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12) was created by EOAC 2013 Report without any provision for promotion to the upper level in the hierarchy. We are making an appropriate recommendation to address this issue.

Recommendation 1

29.1.7 We recommend that, in future, appointment to the grade of Principal Archives Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12) reckoning at least four years' service in a substantive capacity in the grade.

29.1.8 We further recommend that on complete phasing out of the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12), appointment to the grade of Principal Archives Officer should thereafter be made by promotion, on the basis of experience and merit, of officers in the grade of Archives Officer/Senior Archives Officer reckoning an aggregate of six years' service in a substantive capacity in the grades of Archives Officer and Archives Officer/Senior Archives Officer.

Health Surveillance and Protective Clothing/Equipment

29.1.9 The existing provision for health surveillance for all employees of the National Archives Department, who are regularly exposed to dust and other noxious substances through daily handling of manuscripts and old documents, is being maintained. In addition, we are in this Report making an additional recommendation for protective clothing/equipment.

Recommendation 2

29.1.10 We recommend that the National Archives Department should:

- (i) continue to arrange for health surveillance for all its employees free of charge at intervals as may be advised by the Health Authorities; and**
- (ii) make necessary arrangements for the issue of items of protective clothing/equipment to officers concerned.**

NATIONAL ARCHIVES DEPARTMENT
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 095 097	Rs 86000 x 3000 – 92000 Director, National Archives <i>formerly Director</i>
05 068 089	Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Deputy Director, National Archives <i>formerly Deputy Director</i>
05 055 081	Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Conservator
05 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Archivist Record Manager
05 059 075	Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900 Chief Archives Officer
05 052 069	Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 38350 Principal Archives Officer
05 043 063	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Senior Archives Officer (Personal to officers in post as at 31.12.12)
05 027 062	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 Archives Officer/Senior Archives Officer

Salary Code	Salary Scale and Grade
05 027 060	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Conservation Assistant
10 029 062	Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 Audio Visual Technician (Operations)
26 023 061	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 Reprographic Operator (Archives)
16 025 062	Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725 Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
24 018 044	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 Security Guard
24 015 041	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450 Handy Worker
24 001 038	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375 General Worker
