

### 03. BEACH AUTHORITY

- 3.1 In accordance with the Beach Authority Act 2002, the Beach Authority (BA) is a corporate body which operates under the *aegis* of the Ministry of Environment, Sustainable Development, Disaster and Beach Management. The objectives of the BA are to ensure an integrated approach in the proper control and management of public beaches both in Mauritius and Rodrigues.
- 3.2 The BA aims at a better democratisation of access to public beaches and makes provisions for the appropriate infrastructures and facilities for the benefit of the public. There are currently 111 and 12 proclaimed public beaches in Mauritius and Rodrigues respectively.
- 3.3 A General Manager is presently responsible for the control and management of the day-to-day activities of the BA. He is supported by staff from the Administrative Unit and Project Management/Technical Unit.
- 3.4 For this review, the Union has made representations to create new grades in the technical and non-technical cadres and also to upgrade certain existing ones. Management of BA has made submissions regarding creation of additional levels and restyling of a few grades. In view of the growing importance of beach management at the level of the parent Ministry, the Bureau considers that the existing organisation structure of the BA should be further strengthened to enhance service delivery and we are, to this effect, making the necessary provisions.

#### **Administrative Manager** ***formerly Administrative Secretary***

- 3.5 Management of BA has submitted to restyle the grade of Administrative Secretary to a more appropriate appellation. Given the nature of work, complexity of duties and responsibilities devolving upon the Administrative Secretary, we are restyling the grade to reflect the level at which the incumbent is operating.

#### **Recommendation 1**

- 3.6 We recommend that the grade of Administrative Secretary be restyled Administrative Manager.**

#### **Accounting Technician (New Grade)**

- 3.7 The Finance Section is at present headed by the Accounts Officer and supported by a Clerk/Word Processing Operator. With the continuous expansion of the activities of the BA, there is consequential increase in responsibility for the Accounts Officer. Management of BA has requested for

the creation of a professional level to take charge of the Finance Section. After analysing the proposal, the Bureau considers that, at this stage, a new grade of Accounting Technician would be adequate.

## **Recommendation 2**

**3.8 We recommend the creation of a grade of Accounting Technician. Appointment to the grade should be by selection from among candidates possessing passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any four papers of ACCA Fundamentals (Skills) or possess an equivalent qualification acceptable to the Board; and reckoning four years' post qualification experience in accounting duties.**

**3.9 We also recommend that candidates should proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.**

3.10 Incumbent would be required, *inter alia*, to assist in the formulation of financial procedures and policies; prepare annual financial statements or reports of the BA; process payroll and arrange for payments of salaries and deductions; and verify transactions through e-banking facilities offered by Banks.

## **Senior Beach Works Inspector (New Grade)**

3.11 Representations have been received from the Union to create a grade of Senior Beach Works Inspector to supervise officers in the grade of Beach Works Inspector. On the other hand, Management has proposed to restyle the grade of Beach Works Inspector to Beach Works Inspector/ Senior Beach Works Inspector. The Bureau is of the view that there is need for an additional level, to supervise and coordinate the work of Beach Works Inspectors.

## **Recommendation 3**

**3.12 We recommend the creation of a grade of Senior Beach Works Inspector. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Beach Works Inspector reckoning at least three years' service in a substantive capacity in the grade.**

3.13 Incumbent would be required, among others, to supervise and coordinate the work of Beach Works Inspectors and other staff working under his responsibility; monitor progress of work in respect of the Authority's projects and take follow-up action; prepare/interpret plans and project write-up in

respect of projects including construction of toilets blocks on public beaches followed by implementation of the projects and supervision of the works; and carry out landscaping projects on public beaches.

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

3.14 Matters related to Human Resources (HR) are presently supervised by the Administrative Secretary. A recent report on the Corruption Prevention Review by Independent Commission Against Corruption recommends the setting up of a separate HR Section from the Administration Section of the BA. Given that the BA has been gradually resourced since its creation and that HR issues have considerably increased, the creation of a grade to deal with HR matters is justified. We are, therefore, providing for a grade of Human Resource Officer/Senior Human Resource Officer on the establishment of the BA.

#### **Recommendation 4**

3.15 **We recommend the creation of the grade of Human Resource Officer/Senior Human Resource Officer. Appointment thereto, should be made by selection from among serving officers of the BA in the grades of Higher Executive Officer and Executive Officer with four years' service possessing a Diploma in Human Research Management or any equivalent qualification acceptable to the Authority.**

3.16 **We further recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

3.17 Incumbent would be required, among others, to ensure the smooth functioning of the Human Resource Section of the organisation; provide advice on all human resource policies and related issues; draft and process schemes of service and revisiting existing ones to meet the organisation needs; and supervise and provide guidance to subordinate staff.

### **IT Support Officer (New Grade)**

- 3.18 In view of the growing use of information technology (IT), Management has requested to provide for a grade to ensure proper functioning of the IT system for the Licensing, Procurement, Registry and Complaints Units. With the modernisation and development taking place in the IT field, the Bureau considers that the BA should be provided with a grade to develop its IT system and thus enable the organisation to provide improved service delivery.

### **Recommendation 5**

- 3.19 We recommend the creation of a grade of IT Support Officer. Appointment to the grade should be made by selection from candidates possessing a Diploma in Information and Communication Technology or any equivalent qualification acceptable to the Authority.**

- 3.20 Incumbent would be required, among others, to implement support and maintain the IT system at the BA; develop small computer programmes for end-users; implement security measures to safeguard IT systems from threats; ensure compliance with ICT standards, guidelines and methodologies; and be responsible for the updating and maintenance of the website of the BA.

### **Procurement and Supply Officer (New Grade)**

- 3.21 The Union has requested to upgrade the Assistant Procurement and Supply Officer as the latter is performing additional duties and shouldering higher responsibilities. Management was also agreeable to the Union's proposal. After analysing the representation, it is considered more appropriate to create a supervisory level to shoulder higher responsibilities. We are, therefore, providing for a grade of Procurement and Supply Officer.

### **Recommendation 6**

- 3.22 We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer reckoning at least two years' service in a substantive capacity in the grade.**

- 3.23 The Procurement and Supply Officer would be required, *inter alia*, to organise and manage the procurement and supply activities of the Authority; be responsible for procurement and supply storekeeping and stock control duties; prepare reports on procurement activities and maintain contract agreements; carry out test checks and report on discrepancy; keep and

update store records; and receive materials into stores and ensure that they comply with requisition orders and are in good conditions.

### **Field Supervisor (New Grade)**

3.24 At present, General Workers of the BA report to another General Worker who is in charge of the site against the payment of an allowance. Management of the BA has made a temporary administrative arrangement but the need for a supervisory level is warranted so as to coordinate the work of the General Workers and to subsequently report to the Beach Works Inspectors.

### **Recommendation 7**

3.25 **We recommend the creation of a grade of Field Supervisor. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of General Worker possessing the Certificate of Primary Education, reckoning five years' service, and having the ability to write simple English/French and to do simple arithmetical work.**

3.26 Incumbent would report to the Beach Works Inspector and would, among others, be required to distribute work among the workers under his supervision and maintain discipline; supervise and ensure that the work is properly performed; record attendance of workers in attendance books; make simple measurements; and keep simple records of the work effected.

## **03. BEACH AUTHORITY**

### **SALARY SCHEDULE**

**BA 1 : 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

**BA 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**

Office Attendant

**BA 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**

Driver

- BA 4 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**  
Field Supervisor (New Grade)
- BA 5 : 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 – 23975**  
Handy Worker (Skilled)
- BA 6 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**  
Receptionist/Telephonist
- BA 7 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**  
Word Processing Operator
- BA 8 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**  
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 31.12.15)  
Clerk/Word Processing Operator
- BA 9 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**  
Management Support Officer (New Grade)
- BA 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**  
Assistant Procurement and Supply Officer  
Executive Officer (Personal to officers in post as at 31.12.15)
- BA 11 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**  
Technical Design Officer
- BA 12 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**  
Beach Works Inspector
- BA 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125**  
Beach Enforcement Officer

**03. BEACH AUTHORITY (Contd)**

- BA 14 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**  
Confidential Secretary
- BA 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**  
Accounts Officer  
Higher Executive Officer  
Procurement and Supply Officer (New Grade)
- BA 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**  
Human Resource Officer/Senior Human Resource Officer (New Grade)
- BA 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**  
IT Support Officer (New Grade)  
Technical Officer (Civil)
- BA 18 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**  
Senior Beach Works Inspector (New Grade)
- BA 19 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**  
Senior Beach Enforcement Officer
- BA 20 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**  
Accounting Technician (New Grade)
- BA 21 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**  
Administrative Manager  
*formerly Administrative Secretary*
- BA 22 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**  
Technical Manager
- BA 23 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**  
Deputy General Manager
- BA 24 : Rs 101000**  
General Manager

