

11. EMPLOYEES' WELFARE FUND

- 11.1 The Employees' Welfare Fund (EWF) was established under Act No. 13 of 1995 to cater for the welfare, leisure and recreational needs of employees and their families. It is a body corporate which operates under the *aegis* of the Ministry of Finance and Economic Development.
- 11.2 The mission of the EWF is to be responsive to the evolving needs of employees and their families and continue to devise and implement specific welfare schemes for the attainment of the objectives of the Fund.
- 11.3 Presently, the organisation structure of the Employees' Welfare Fund comprises three units, viz. Loans and Investment; Administration and Human Resource Management; and Project Management.
- 11.4 The General Manager is the accounting and responsible officer of the EWF. He is assisted in the performance of his duties by officers of the professional and technical cadres and the support services are provided by officers of the General Services grades.
- 11.5 In the context of the present review exercise, representations have been made for creation, merging and restyling of grades as well as upgrading of salary. We have examined all the proposals and are making appropriate recommendations.

Administrative Manager (New Grade)

- 11.6 It has been represented that in view of the higher responsibilities being attached to the Administrative Section such as planning, coordinating and implementing corporate strategies, human resource policies, systems and processes, there is need for a level to oversee the overall activities of the administration section to achieve the corporate goals and objectives of the Fund.

Recommendation 1

- 11.7 **We recommend the creation of a grade of Administrative Manager. Recruitment to the grade should be made by selection from serving officers of the EWF possessing a Degree in Business Administration or Public Administration or related fields from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least five years' experience in the relevant fields.**
- 11.8 Incumbent in the grade of Administrative Manager would be, among others, responsible for planning, coordinating and implementing administrative and human resource policies, strategies, systems and processes; give general assistance and support to the General Manager in the discharge of his duties;

assist in dealing with legal matters, tenders and contracts; ensure that proper labour relations and conditions of employment are maintained; prepare reports and correspondence relative to the work and formulate current and long-range programmes, plans and policies for departmental programmes.

Accountant (New Grade)

11.9 With a view to ensure the fundamental principle of segregation of duties as per good corporate governance and to strengthen the internal control system, there is need for a level to comply with the new accounting standards, rules and regulations. We are making provision for a grade of Accountant against abolition of the grade of Senior Accounting Technician to be responsible for the organisation, control and monitoring of the financial administration of the Fund in accordance with established accounting practices and standards.

Recommendation 2

11.10 We recommend the creation of a grade of Accountant against abolition of the grade of Senior Accounting Technician. Recruitment to the grade of Accountant should be made by selection from among candidates possessing a pass at the final examination required for admission to membership of one of the following bodies:

- (i) The Association of Chartered Certified Accountants**
- (ii) The Institute of Chartered Accountants of England and Wales**
- (iii) The Institute of Chartered Accountants of Scotland**
- (iv) The Institute of Chartered Accountants of Ireland**
- (v) The Chartered Institute of Management Accountants**
- (vi) The Chartered Institute of Public Finance and Accountancy or an alternative equivalent qualification acceptable to the Board.**

11.11 Incumbent in the grade of Accountant would be required to, among others, assist in the supervision of all financial and accounting systems of the Fund; maintain proper financial control procedures; maintain proper accounting records for loan transactions; monitor the performance and deliverables of the accounting staff; keep Renewals Fund Registers, records of assets of the organisation and insurance transactions; assist in the monitoring of banking and investment activities of the organisation; and maintain Cash Book and Fixed Asset Register of the organisation.

ICT Technician (New Grade)

11.12 Management has reported that with the increase in the activities of the Fund, there is need for a level to provide support to the IT Officer for the implementation and management of the IT Systems. We have examined the

request and are making provision for a grade of ICT Technician to re-inforce the IT Units of the Organisation.

Recommendation 3

11.13 We recommend the creation of a grade of ICT Technician. Recruitment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or a Diploma with Information Technology as a major component from a recognised institution or an alternative equivalent qualification acceptable to the Board.

11.14 Incumbent in the grade of ICT Technician would be required to, among others, assist the IT Officer in end of day, month and year transactions, submission and retrieval of credit records; technical IT assistance to users; maintenance of IT equipment and network; liaising with suppliers; maintenance of Loan Management System and Financial Management System; and installing and configuring computer hardware, operating systems and applications.

Receptionist/Public Relations Assistant (New Grade)

11.15 With the opening of regional information desks throughout the island, there is need for a level to sustain a positive public image of the organisation and plays a crucial role in customer satisfaction as well as to have a first hand interaction with visitors. We are making provision to this effect.

Recommendation 4

11.16 We recommend the creation of a grade of Receptionist/Public Relations Assistant. Recruitment to the grade should be made by selection from serving officers of the EWF possessing a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" or an alternative equivalent qualification acceptable to the Board and reckoning at least two years' experience in Public Relations or fast-paced environment.

11.17 Incumbent in the grade of Receptionist/Public Relations Assistant would be required to among others, handle telephone inquiries; arrange call backs and appropriate follow-up; maintain accruals electronic data base records of clients and other stakeholders; manage the customer service area; act as a first point of contact to people seeking information; and manage visitors, receiving and directing for managing efficiency in order to ensure best customer service.

Driver/Office Attendant (New Grade)

11.18 Management has submitted that the Fund would soon have its own means of transport and the services of a Driver would be required in the implementation of

the projects of awareness campaign and the decentralisation of services. We are making appropriate provision to this effect.

Recommendation 5

11.19 We recommend the creation of a grade of Driver/Office Attendant. Recruitment thereto should be made by selection from among candidates who show proof of having studied up to Form V or an alternative equivalent qualification acceptable to the Board and possessing a valid driving license to drive cars or vans or lorries up to five tons.

11.20 Incumbent in the grade of Driver/Office Attendant would be required to, among others, open, close and watch premises during business hours; run official errands; attend reception counter and direct visitors and keep a visitor's book; ensure that the cleaning of the office is properly effected; operate a telephone switchboard/PABX and simple office equipment; answer telephone calls; drive EWF car; carry out simple maintenance tasks on the vehicle; change tyres and make arrangements for mending of punctures; and keep a log book.

Handy Worker (New Grade)

11.21 Management has submitted that in order to enhance service delivery, there is need for a grade of Handy Worker to provide support to existing staff in the day-to-day running of the Fund. We are, therefore, making appropriate provision for this request.

Recommendation 6

11.22 We recommend the creation of a grade of Handy Worker. Recruitment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or an alternative equivalent qualification acceptable to the Board.

11.23 Incumbent in the grade of Handy Worker would be required to, among others, assist the cleaner with the cleaning of office, customer area and messroom; assist in photocopying documents and circulation of files; maintain the environment of the mess, kitchen equipment and electrical appliances at a good standard; wash the kitchen towels and hand towels; keep an inventory of all kitchen equipment; clean the park, drains, gutters etc and maintain the physical environment at a good standard; load, unload and move items and equipment and other materials; destroy and dispose of waste materials; open and close gate and control entry traffic; and perform simple gardening duties.

11. EMPLOYEES' WELFARE FUND

SALARY SCHEDULE

- EWF 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handy Worker (New Grade)
- EWF 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- EWF 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/Office Attendant (New Grade)
- EWF 4 : 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/Public Relations Assistant (New Grade)
Receptionist/Telephone Operator
- EWF 5 : 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
- EWF 6 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- EWF 7 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal to incumbents in post as at 31.12.15)
- EWF 8 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- EWF 9 : Rs 22575x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
- EWF 10 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 42325**
ICT Technician (New Grade)

11. EMPLOYEES' WELFARE FUND (Contd)

- EWF 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
- EWF 12 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- EWF 13 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Project Manager
Technical Officer
- EWF 14 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer
- EWF 15 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 56450**
Accountant (New Grade)
Internal Auditor
- EWF 16 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Manager (New Grade)
- EWF 17 : Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Deputy General Manager
- EWF 18 : Rs 110000**
General Manager

