

35. MAURITIUS INSTITUTE OF EDUCATION

- 35.1 Since its inception as a body corporate in 1973, the three pillars on which the Mauritius Institute of Education (MIE) stands are educational research, curriculum development and Teacher Education. As an important arm of the Ministry of Education & Human Resources, Tertiary Education and Scientific Research, the MIE plays a crucial role in enlarging the effective functioning of the education system. It also supports the Ministry in strategic plan concerning the aspects of curriculum framework development for the Early Childhood Care and Education and primary sector; Training for staff of secondary education; ICT in Education; and School Staff Development.
- 35.2 The central preoccupation of the MIE, today, is Teacher Education. It is responsible for the professional development of Teachers of secondary schools now extended to all cadres of this sector. The MIE has also set up a structured and flexible pathway for continuous development and it offers a wide array of programmes ranging from Certificate to Doctoral, thus enabling Professionals of the Education Sector to engage in lifelong learning.
- 35.3 With development in the country, particularly in the education sector, the activities of the MIE have expanded and it is offering courses on a distance learning mode. In this context it has set up the Centre for Open and Distance Learning.
- 35.4 The overall responsibility of the MIE rests upon the Director who is assisted by academics as well as non-academics. While the core activities are carried out through the various schools and departments, each under the responsibility of a Head who is an academic, the non-academics perform support functions. We consider that the present set up is adequate for the MIE to meet its objectives.
- 35.5 For this Report, all the representations received from the Unions and Management were discussed with parties and where it was not technically advisable to accede to their requests, they were so apprised and provided with the necessary explanations. **We are reinforcing the present structure and maintaining other benefits.**

Driver (Heavy Vehicle) (New Grade)

- 35.6 At present the Drivers of the organisation are called upon to drive the 28 seater-bus for the conveyance of students to attend courses at different places and for any other related activities. It has been represented that more buses would be purchased in the future and there is need of a dedicated grade to drive these buses.

Recommendation 1

35.7 We recommend the creation of the grade of Driver (Heavy Vehicle) on the establishment of the MIE. Appointment, thereto, should be made by selection from Driver/Messengers on the permanent and pensionable establishment of the MIE who possess the Certificate of Primary Education and a valid driving licence to drive cars, vans, lorry (up to 5 tons) and bus.

35.8 Incumbent would be required, among others, to: drive buses, lorries and vehicles above 5 tons; cars, vans, as and when required; carry out simple checks/maintenance tasks including, *inter alia*, checking of radiator or overflow tank for water level and filling up with water; checking of engine oil pump and topping up and checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary.

Senior Graphic Designer (New Grade)

35.9 There are eight Graphic Designers who assist academics in producing educational and multi-media teaching materials; create, design and produce publications (News letters, Brochures, Manuals, Journals and other academic materials); carry out research and investigate work related to graphics and develop multi-media instructional materials. These officers report to an officer in the grade of Senior Technician. We are providing a higher level for unity in command to monitor, coordinate, supervise and manage their work.

Recommendation 2

35.10 We recommend the creation of the grade of Senior Graphic Designer. Appointment thereto, should be made on the basis of merit and experience of officers in the grade of Graphic Designers who reckon at least four years' experience in a substantive capacity in the grade.

35.11 Incumbent would be required, among others, to: plan, organise, supervise and monitor the work of Graphic Designers.

Assistant Technician (Printing)

35.12 Currently, officers in the grades of Assistant Technician (Printing) who possess either the National Trade Certificate (Level 3) of the Industrial and Vocational Training Board or a Record of Unit Credit issued by the Mauritius Examinations Syndicate are allowed to proceed beyond the Qualification Bar (QB) provided in the recommended salary for the grade.

35.13 We are maintaining this provision and in line with what obtains in the Civil Service, we recommend that officers who have acquired experience of at least 15 years in the relevant field, be allowed to proceed incrementally beyond the Qualification Bar **provided in the salary scale.**

Allowance to Head of School and Head of Department

35.14 Academics occupying the position of Head of School and Head of Department are paid a monthly allowance of Rs 1830 and Rs 1525 respectively. In the context of this review, **we are maintaining the quantum thereof.**

Academic Achievement

35.15 Presently, Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or Master's degree and reckoning academic achievement through published research, teaching, administrative contributions and publications and having stayed on top of their revised salary scales for one year should be allowed to move incrementally up to a maximum of one increment to be read from the Master salary scale. **We are keeping the present arrangement intact.**

Special Provision for Graduates and Professionals

35.16 As per the existing provision, graduates and professionals stagnating on their top salary are allowed to move incrementally in the master salary scale so as to ensure that the remuneration package of incumbents with relevant experience in the public service is competitive. However, the grant of the additional increment is linked to more stringent performance criteria so as to bring about a performance oriented culture. We are replicating this special provision for graduates and professionals for ease of application.

Recommendation 3

35.17 **We recommend that officers in entry or professional grades requiring a University Degree or an equivalent recognised professional qualification drawing salary in a scale the maximum of which is not less than Rs 56450 and having reached the top of their respective salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 61325, provided 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.**

Confidential Secretary

35.18 Demands have been made in the context of this Report to allow Confidential Secretaries possessing the Advanced Secretarial Course to move by one increment beyond the top salary of the grade, similar to their counterparts in the Civil Service. For the sake of harmonisation on what obtains in the Civil Service, we recommend accordingly.

Recommendation 4

35.19 We recommend that Confidential Secretaries:

- (i) be granted one increment upon successful completion of the Advanced Secretarial Course, subject to the top salary of the grade. Where an officer has successfully completed the Advanced Secretarial Course after having reached the last point in his salary scale, the officer should be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn; and**
- (ii) be eligible for 70% duty exemption on the purchase of a car on reaching the salary point of Rs 36200.**

General Worker

35.20 While conducting job interviews at the Bureau, incumbents in the grade of General Worker reported that they are regularly called upon to cumulate the duties of the grade of Office Attendant without any extra remuneration. Management acceded that these General Workers indeed are performing work outside the scheme of service. We are hence, making an appropriate recommendation.

Recommendation 5

35.21 We recommend that General Workers who are regularly called upon to perform the duties of the grade of Office Attendant should be paid an allowance equivalent to one increment at the initial salary point of Office Attendant.

Sabbatical Leave

35.22 In previous reports, we have recommended that Management should consider the advisability of setting up a Sabbatical Leave Scheme for Academic Staff at the earliest possible. **We are maintaining this provision.**

Political Achievement

35.23 Employee participation in active politics may disrupt the proper functioning of the organisation. **We are, therefore, maintaining the provision that full time employees of the MIE should not be allowed to participate in active politics.**

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SALARY SCHEDULE

- MIE 1 : Rs 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- MIE 2 : Rs 11200 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- MIE 3 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
- MIE 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener
Library Attendant
Office Attendant
- MIE 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Senior Gardener
- MIE 6 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475**
Senior Library Attendant
- MIE 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Messenger
Printing Assistant (Personal)
Technical Attendant
- MIE 8 : 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**
Binder
Handy Worker (Multi Skilled)
Cabinet Maker/Carpenter
Electrician
Painter

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- MIE 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- MIE 10 : 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/Telephone Operator
- MIE 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Heavy Vehicle) (New Grade)
- MIE 12 : 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 – 27075**
Technical Attendant (Personal)
*formerly Laboratory Attendant
Resources Centre Attendant
Workshop Attendant
(in post as at 30.06.93)*
- MIE 13 : 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 – 23975 QB 24750 x 775 – 27075**
Assistant Technician (Printing)
- MIE 14 : 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
- MIE 15 : 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
Clerk/Word Processing Operator
- MIE 16 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Senior Binder
- MIE 17 : Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Senior Assistant Technician (Printing)

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- MIE 18 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Library Clerk/Senior Library Clerk
- MIE 19 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MIE 20 : Rs 17375 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- MIE 21 : Rs 17375 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Educational Data Assistant
- MIE 22 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MIE 23 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Technician
- MIE 24 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Higher Executive Officer
Procurement and Supply Officer
- MIE 25 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician
Graphic Designer
Library Officer
Maintenance Officer
Safety and Health Officer/Senior Safety and Health Officer
- MIE 26 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
Senior Procurement and Supply Officer

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- MIE 27 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Principal Executive Officer
- MIE 28 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Assistant Librarian/Cataloguer
- MIE 29 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Graphic Designer (New Grade)
Senior Technician
- MIE 30 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Financial Officer
Principal Procurement and Supply Officer
- MIE 31 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Instructional Designer
Research Officer/Documentalist
- MIE 32 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Administrator
Analyst/Programmer
- MIE 33 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
Internal Auditor
- MIE 34 : Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Senior Instructor (Personal)
- MIE 35 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Chief Technician
- MIE 36 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Deputy Head Librarian

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- MIE 37 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
- MIE 38 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Registrar
- MIE 39 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Financial Controller
Head Librarian
Senior Lecturer
- MIE 40 : Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Deputy Registrar
- MIE 41 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Registrar
- MIE 42 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
- MIE 43 : Rs 101000**
Professor
Deputy Director
- MIE 44 : Rs 110000**
Director

