

36. MAURITIUS INSTITUTE OF HEALTH

- 36.1 Set up by Act No. 36 of 1989 (subsequently amended in 2003), the Mauritius Institute of Health (MIH) contributes to the promotion of health and quality of life of society through training and health systems research. Its main activities relate to epidemiological surveys and health systems research; curriculum development and provision of basic and post basic courses for health practitioners; and technical corporation with countries of the region in training and research for the health sector. Its vision is to become a world class centre of excellence in research and training in health and health related fields.
- 36.2 The Institute organises its activities under four functional units namely: Training; Research; Media; and Administrative. Each unit has its own specificity and contribution towards the achievement of the Institute's mission. MIH conducts courses, holds examinations and grants certificates, diplomas and awards by either acting on its own or jointly with any other educational institution.
- 36.3 The overall responsibility of the MIH befalls the Executive Director who maintains and promotes the proper administration of the Institute. He is assisted by a complement of staff comprising professionals, technical and general services grades.
- 36.4 In the context of this Review, both Management and staff side have requested for the creation of additional levels; alignment of salaries; restyling of grades; restructuring of the Training Unit as well as the Research Unit; payment of extra duty allowance; and enhanced conditions of service.
- 36.5 During consultations, both parties were apprised that creation of new grades depends on the functional and operational needs of the organisation and normally the onus rests with the Board. It was, however, highlighted that grades which are urgently required, could be graded by the Bureau on an *ad hoc* basis provided the established procedure has been followed. In regard to alignment of salaries, parties were informed that such requests are examined taking into consideration, among others, the qualification requirement, nature of duties, level of operation and responsibility. On the issue of Conditions of Service including extra duty allowances, both Management and the staff side were apprised that except for specific ones, general conditions would be dealt with holistically after analysing submissions from all stakeholders. Due explanation was given for request that could not be attended.
- 36.6 We are, in this Report, maintaining the present structure, providing for movement in the master salary scale for the grades of Executive Assistant and Training Manager and revising the allowances payable to Training Managers. Moreover, to address existing HR problems in the organisation, **we recommend that Management should conduct a Human Resource Planning exercise,**

to identify the need for additional HR requirements and to prompt appropriate remedial measures.

Executive Assistant – former Development Works Corporation

36.7 Presently, the Executive Assistant of former Development Works Corporation, after having reached his top salary, is allowed to move incrementally in the salary scale of Rs 20675 x 750 – 29675 x 900 – 34175 x 1200 – 35375.

Recommendation 1

36.8 We recommend that the Executive Assistant of former Development Works Corporation having reached his top salary should be allowed to move incrementally in the salary scale of Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350. Management should ensure that the incumbent is entrusted responsibilities commensurate with his position.

Training Manager

36.9 As per the existing provision, the Training Managers, after drawing top salary of Rs 77000 are allowed to proceed incrementally in the master salary scale up to salary point of Rs 83000 subject to performance criteria. We are maintaining this provision and revising the salary point.

Recommendation 2

36.10 We recommend that Training Managers should be allowed to proceed incrementally up to the revised salary point Rs 89000 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.**

Book Allowance and Special Medical Service Allowance for Training Managers

36.11 Training Managers, who are members of the medical profession, are granted a yearly Book Allowance for the purchase of medical books and a monthly Special Medical Service Allowance for not being allowed the privilege of private practice in line with what obtains at the Ministry of Health and Quality of Life. **We are maintaining this provision and revising the quantum of the allowances.**

Recommendation 3

36.12 We recommend that the Book Allowance and the Special Medical Service Allowance payable to the Training Manager be revised as follows:

Allowance	Existing Quantum	Revised Quantum
Book Allowance	Rs 13200 annually	Rs 13500 annually
Special Medical Service Allowance to Training Managers reckoning at least 10 years' service in the grade	7% of the monthly salary	7% of the monthly salary

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SALARY SCHEDULE

MIH 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

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

Office Attendant

Handy Worker (Personal)

formerly Handy Worker (Office Attendant) (NTFCH)

MIH 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000

Cook

MIH 4 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475

Senior Office Attendant

MIH 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

Driver

MIH 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/Telephone Operator

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- MIH 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Clerical Assistant (Personal)
formerly Clerical Assistant (NTFCH)
- MIH 8 : 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
Word Processing Operator (Personal)
formerly Word Processing Operator (NTFCH)
- MIH 9 : 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)
Clerk/Word Processing Operator
- MIH 10 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- MIH 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Assistant (Ex DWC) (Personal)
- MIH 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MIH 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Executive Assistant (Personal to officers in post as at 31.12.15)
Printing and Publishing Officer
- MIH 14 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
Documentalist
- MIH 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer

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- MIH 16 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- MIH 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Officer
- MIH 18 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
IT Trainer
Research Assistant
- MIH 19 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325**
Programme Coordinator, Nursing and Paramedical Studies
- MIH 20 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500**
Research Officer/Senior Research Officer
- MIH 21 : Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Training Manager
- MIH 22 : Rs 110000**
Executive Director

