

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

- 37.1 The Mauritius Institute of Training and Development (MITD) is a corporate body established under the MITD Act No 12 of 2009 which envisions to be the leader in human capital development in the region and beyond for global employability. It operates under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
- 37.2 The objects of the MITD are, *inter alia*, to promote excellence in technical and vocational education and training; promote research and enhance knowledge in technical and vocational education and training; increase access to technical and vocational education and training through the setting up of training centres; promote exchange programmes and courses with other institutions in technical and vocational education and training; and assist in the apprenticeship of persons who are, or would be, employed in commercial, technical and vocational fields.
- 37.3 The Director of the MITD is the Chief Executive of the organisation and he is responsible to the Board for the day to day management and control of its activities/
business. The functions of the Director are presently entrusted to an Officer-in-Charge. He is supported by a team of technical, operational and support staff at different levels.
- 37.4 In the context of this review exercise, requests were made by both Management and the staff side for the creation and restyling of a number of grades. Management also informed that the new organisation structure of the MITD has recently been finalised by the Board. However, the profiles for the new grades requested were not submitted to the Bureau for grading and for inclusion in this Report. Positions pertaining to this new structure would, therefore, be graded by the Bureau whenever requested, on an *ad hoc* basis.
- 37.5 We are, in this Report, maintaining the present organisation structure and other provisions while reviewing the salary of existing grades.

Human Resource Officer/Senior Human Resource Officer Recommendation 1

- 37.6 **We recommend that incumbents in the grade of Human Resource Officer/ Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Board 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.

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SALARY SCHEDULE

- MITD 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
- MITD 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
Support Assistant
- MITD 3 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Senior Support Assistant
- MITD 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant (Personal to employees in post as at 30.06.08)
Workshop Assistant (Personal to employees in post as at 30.06.08)
- MITD 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525**
Driver/Messenger
- MITD 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575**
General Assistant (Personal to employees in post as at 30.06.08)
- MITD 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 (Personal to Driver/Messengers in post at ex-IVTB and Ex-TSMTF as at 30.06.2008)
- MITD 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 – 24750**
Senior General Assistant (Personal to employees in post as at 30.06.08)

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- MITD 9 : 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
- MITD 10 : 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**
Printing Assistant
Technical Attendant (Maintenance)
- MITD 11 : 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**
Laboratory Attendant (Personal to employees in post as at 30.06.08)
- MITD 12 : Rs 13270 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/Receptionist
- MITD 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 – 30175**
Technical Assistant (IT)
Technical Assistant (Maintenance)
- MITD 14 : 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
Data Entry Operator
Library Clerk (Personal to officers in post as at 30.06.08)
Security Officer
- MITD 15 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Technical Assistant (Maintenance) (Personal to incumbents in the grade of Technical Assistant of ex-TSTMTF in post as at 30.06.08)
- MITD 16 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Teacher, Basic Secondary Schools

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- MITD 17 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)
Management Support Officer (New Grade)
- MITD 18 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Executive Clerk (Personal)
Assistant Financial Officer
Assistant Procurement and Supply Officer
- MITD 19 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Instructor
- MITD 20 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Usher (Personal to officers in post as at 30.06.08)
- MITD 21 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MITD 22 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Executive Clerk (Personal)
Higher Executive Officer
Procurement and Supply Officer
- MITD 23 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- MITD 24 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Analyst Programmer
Human Resource Assistant (Personal to officers in post as at 30.06.08)
Library Officer
Maintenance Officer
Marketing Officer (Personal to officers in post as at 30.06.08)
Safety and Health Officer/Senior Safety and Health Officer
Technician (IT)

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- MITD 25 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Procurement and Supply Officer
- MITD 26 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
QB 37125 x 1225 – 40800 x 1525 – 45375
Accounting Technician
- MITD 27 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Senior Accounting Technician
- MITD 28 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
x 1625 – 56450
Administrative Officer
Administrative Officer (Assessment and Certification)
Econometrist
Human Resource Management Officer (Personal to officers in post as at 30.06.08)
Psychologist
Sports Welfare Officer
Trainer (*Personal to officers in the grade of Trainer of Ex-TSMTF*)
Training Officer
- MITD 29 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
x 1625 – 56450
Systems Administrator
- MITD 30 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
x 1625 – 56450
Administrative Secretary (Personal to officers in post as at 30.06.08)
Internal Auditor
- MITD 31 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
x 1625 – 62950
Accountant/Senior Accountant
Communication and Events Officer
Curriculum Officer
Examination Officer
Head Librarian

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- MITD 32 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Curriculum Officer (Personal to incumbent in the grade of Curriculum Officer of ex-IVTB)
Marketing Manager
Project Officer
Senior Trainer (Personal to officers in post as at 30.06.08)
- MITD 33 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Coordinator (Personal to officers in post as at 30.06.08)
- MITD 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Assistant Manager
Assistant Manager (Human Resource)
Assistant Manager (Information and Communication Systems)
Assistant Manager (Procurement and Logistics)
Senior Examination Officer
- MITD 35 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Manager (Personal to incumbent in the grade of Assistant Manager of ex-IVTB and ex-TSMTF)
Assistant Manager (Human Resource) (Personal to incumbent in the grade of Assistant Manager responsible for Human Resource at ex-IVTB)
Assistant Manager (Information and Communication Systems) (Personal to incumbent in the grade of Assistant Manager responsible for Information Technology at ex-IVTB)
Assistant Manager (Procurement and Logistics) (Personal to incumbent in the grade of Assistant Manager responsible for Procurement at ex-IVTB)
- MITD 36 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Training Center Manager
- MITD 37 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175**
Training Centre Manager (Personal to incumbents of ex-IVTB)
Training Center Manager (Personal to incumbents in the grade of Manager at Ex-TSMTF)

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MITD 38 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000

Team Leader (Administration)
Team Leader (Assessment & Certification)
Team Leader (Facilities Management)
Team Leader (Finance)
Team Leader (Human Resource)
Team Leader (Information and Communication Systems)
Team Leader (Procurement and Logistics)

MITD 39 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB)

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for Research, Project and Curriculum Development and Training Delivery of ex-IVTB)

Divisional Manager (Personal to incumbent in the grade of Divisional Manager responsible for Corporate Affairs of ex-IVTB)

Divisional Manager (Facilities Management) (Personal to incumbent in the grade of Divisional Manager responsible for Maintenance of ex-IVTB)

Team Leader (IT) (Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB)

MITD 40 : Rs 89000 x 3000 – 95000

Deputy Director (Training)
Deputy Director (Corporate)
Deputy Director (Assessment and Certification)

MITD 41 : Rs 113000

Director

