

41. MAURITIUS OCEANOGRAPHY INSTITUTE

- 41.1 The Mauritius Oceanography Institute (MOI), was established by Act No 24 of 1999. It operates under the *aegis* of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands and envisions to become the centre of excellence in oceanography in the Indian Ocean region by contributing towards the advancement of oceanography at the national, regional and international level for the welfare of the people of the Republic of Mauritius.
- 41.2 As a research organisation in the field of oceanography, the MOI aims at developing and strengthening oceanographic research, using an integrated scientific approach, enhancing the understanding of ocean and coastal processes, for the rational development of marine resource, within the maritime zone of the Republic of Mauritius.
- 41.3 The structure of the MOI comprises a Director who is the head of the organisation and is assisted by a Deputy Director for the overall management and day-to-day administration of the Institute. Officers in the grades of Associate Research Scientist, Research Scientist and Principal Research Scientist provide the core services of the Institute, namely the research functions, whereas at the technical/ supportive levels, various other grades provide for the necessary back-ups.
- 41.4 While maintaining the existing structure and with a view to providing a career path for serving officers, the EOAC reviewed the qualifications requirements in the scientific cadre, upgraded same for the grade of Public Relations Officer, and restyled some other grades to more appropriate job appellations commensurate with the nature of the duties devolving upon the incumbents.
- 41.5 The Committee also made certain specific recommendations and introduced a new allowance for the scientific and technical staff of the Institute.
- 41.6 In this review exercise, we are re-engineering the existing structure through the provision of additional grades at the professional and technical levels. We are equally maintaining the various allowances whilst revising the quantum.

IT Manager (New Grade)

- 41.7 Management has apprised the Bureau that, despite the gradual growth of the MOI, Information and Communication Technology Systems and the implementation of new software and technologies that have taken place over the past years, the human resource structure of the MOI IT Section has remained unchanged. The IT Section is currently manned by an IT Officer and a Systems Administrator.

- 41.8 In view of the further expansion in the Institute's IT infrastructure with new projects requiring more and more of ICT, it is proposed to reinforce the structure of the IT Section. Considering that, as per the Ocean Economy Road Map, Marine ICT has been rightly figured out to be a very important component falling under the Marine Services Cluster, we are agreeable to the above proposal and are recommending accordingly.

Recommendation 1

- 41.9 **We recommend the creation of the grade of IT Manager on the establishment of the Mauritius Oceanography Institute. Appointment, thereto, should be made from among holders of an MSc in Computer Science or related fields and reckoning five years' post qualification experience in Information Technology and Management of projects.**
- 41.10 The IT Manager would be the head of the Information and Communication Technology Unit and would, among others, ensure the day to day running of the Unit; advise management on the overall IT aspects, strategy and policy; lead the Information Technology group and ensure the day to day functioning of the IT Centre. He would further be responsible for the preparation and appraisal of tenders for hardware and software; establish software and data security procedures to protect the Oceanic Data Centre and confidentiality of information of the Institute; implement applications for data and information Management; and identify emerging trends to ensure that IT Systems are responsive and meet the on-going needs of the organisation.

Documentation Officer (New Grade)

- 41.11 The MOI, being a scientific and research institution, has a wide collection of scientific books, scientific journals, reports, magazines and also multimedia collections as well as a Library Software. The volume of documents, publications as well as electronic database and reference materials necessitate the introduction of a proper framework and new technologies for acquisition, classification, cataloguing and computerisation. With the aim to create a proper Documentation Centre which would cater for the research activities of the Institute, there is need for a grade as well as trained personnel for the set up and for running the day to day activities of the Documentation Centre. We are, therefore, making appropriate provision.

Recommendation 2

- 41.12 **We recommend the creation of the grade of Documentation Officer on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a Degree in Library and Information Science from a recognised institution or an equivalent qualification and reckoning at least four years' experience in the related field.**

41.13 Incumbent would, *inter alia*, be responsible for the administration and management of the Documentation Unit; advise the Director of the Institute on all matters, pertaining to the Documentation Unit; select and procure scientific reference books, publications, and other documents for the Documentation Unit; classify, catalogue and index scientific documentation materials, publications and research reports; liaise with scientific organisations, both public and private, for access to research papers; and guide and provide assistance to users in their reading and particularly in research and reference works.

Public Relations Officer

41.14 The qualifications requirements for the grade of Public Relations Officer on the establishment of the Mauritius Oceanography Institute has been upgraded such that, in future, appointment thereto, should be made from among candidates possessing a Degree in Communication Studies from a recognised institution or an equivalent qualification acceptable to the Board. **In this Report, we are maintaining this recommendation.**

Recommendation 3

41.15 We recommend that incumbents:

- (i) possessing a Degree in Communication Studies or equivalent and drawing salary less than Rs 28625 should be allowed to join the recommended salary scale at salary point Rs 28625; and**
- (ii) not possessing a Degree in Communication Studies or equivalent should, on obtention of the required qualification, be allowed to move incrementally beyond the QB inserted in the salary scale.**

Procurement and Supply Officer (New Grade)

41.16 In view of the expansion of the activities of the MOI as well as the provisions of the Public Procurement Office's Act, there is need to create a grade of Procurement and Supply Officer to be responsible for procurement duties.

Recommendation 4

41.17 We recommend the creation of the grade of Procurement and Supply Officer on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Accounts and a certificate in Purchasing and Supply Management from a recognised institution.

41.18 Incumbent would, among others, be required to organise and manage the procurement and supply activities of the MOI; perform procurement, storekeeping and stock control duties in accordance with existing rules and regulations; assist in any assignment related to procurement, supply and

warehousing operations; to receive materials and ensure that they comply with requisition orders and are in good conditions; and be fully conversant with stores, financial regulations and computer procedures.

Health and Safety Officer (Part-Time) (New Grade)

41.19 In line with the Occupational Health and Safety Act and the expansion of the activities of the Institute, the nature of scientific work which involves laboratory research tasks and diving activities, Management has submitted that there is need for a grade of Health and Safety Officer who would ensure the enforcement of Health and Safety regulations currently in force. We are agreeable to the proposal and recommend accordingly.

Recommendation 5

41.20 We recommend the creation of the grade of Health and Safety Officer to serve on a Part-time basis at the Mauritius Oceanography Institute. Appointment, thereto, should be made from among holders of a Diploma in Occupational Health and Safety of the University of Mauritius or a Diploma in Occupational Safety and Health Management of the University of Technology, Mauritius.

41.21 Incumbent would be required, among others, to advise on all matters relating to safety and health; assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures; ensure compliance with legislation related to occupational safety and health; audit and review any safety and health measures and procedures to ensure occupational safety and health; investigate any occupational accident and recommend on measures to prevent its occurrence; and inspect all areas, assess all risks and make recommendations thereon including provision of protective equipment.

Technical Officer (New Grade)

Laboratory Attendant (New Grade)

41.22 The laboratory of the MOI collects samples, analyses and conducts chemical, biological, molecular-biology and biotechnological tests. With the increase in the workload and new responsibilities as regards such activities, there is need for a specific grade to assume such responsibility at the laboratory. We are making the appropriate recommendation.

Recommendation 6

41.23 We recommend the creation of the grade of Technical Officer on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a Diploma in Biology, Chemistry, Physics or Engineering or an appropriate alternative qualification in the scientific fields.

41.24 The Technical Officer would, *inter alia*, collect samples already analysed and keep records thereof; sort out, prepare, assemble and operate equipment used in the laboratory and sites of work; collect, receive, label and prepare samples of various materials in the laboratory and on sites of work; perform any test assigned by laboratory management and all associated work; assist in keeping inventory/audits of laboratory items; assist in the procurement of equipment, chemicals and any other material required; and carry out first line maintenance and the general care of laboratory equipment so as to keep them in good working condition.

Recommendation 7

41.25 We recommend the creation of the grade of Laboratory Attendant on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a pass in one science subject at the Cambridge School Certificate or the General Certificate of Education 'Ordinary Level' Examinations.

41.26 Incumbent would report to the Technical Officer and would, among others, be required to sort out, prepare, assemble and operate equipment used in the laboratory and on sites of work; collect, receive, label and prepare samples of the various materials in the laboratory and on sites of work; handle and record readings on scales, gauges and other laboratory equipment; handle chemicals; and be responsible for the general cleanliness of the laboratories and maintenance of the equipment including greasing where necessary.

Continuous Professional Development (CPD)

41.27 With a view to enhancing the research capabilities of the MOI, the EOAC made provisions for a CPD scheme for the scientific cadre to develop their research skills and competencies.

41.28 At present, Principal Research Scientist, Research Scientist and Associate Research Scientist the MOI are:

- (i) paid an allowance of **Rs 8000** annually which is cumulative over a maximum period of three years to meet expenses towards their professional development on presentation of documentary evidence; and
- (ii) granted special leave of 10 days annually, subject to exigencies of the service, to enable them to take advantage of professional development programmes either locally or abroad. The special leave may be combined with other types of leave whenever the number of days of leave required exceeds ten days.

41.29 We are maintaining the above provision.

Recommendation 8

41.30 We recommend that the Principal Research Scientists, Research Scientists and Associate Research Scientists on the permanent and pensionable establishment of the MOI should continue to be paid an allowance of Rs 8000 annually and be granted special leave of ten days annually, subject to exigencies of service, to enable them to take advantage of professional development programmes either locally or abroad, on the same terms and conditions, as enunciated above.

Consultancy Services

41.31 At present, the MOI staff are allowed to provide consultancy services and the net income there from is shared between officers involved in the provision of research and consultancy services and the MOI in the ratio of 2:1.

Recommendation 9

41.32 We recommend that the present arrangement between the MOI staff involved in providing consultancy services and the MOI should be maintained.

Enhanced Pension Benefits to PhD holders of the MOI.

41.33 At present, staff members of the MOI holding a PhD recognised by the Institute are granted four pensionable months of service for every three years of post-doctorate effective service subject to a maximum of forty months.

Recommendation 10

41.34 We again recommend that the present provision for the grant of enhanced pension benefits to PhD holders of the MOI should be maintained.

Sea Going Incentive

41.35 Presently scientific and technical staff who have stayed on board vessel for a period of five consecutive days in connection with scientific operations are eligible for one day's rest.

Recommendation 11

41.36 We recommend that this provision be maintained as an on-going process for the Scientific and technical staff concerned with such scientific operations.

Sea Going Allowance

41.37 Scientific and technical staff of the MOI who act as observers on board vessels in connection with scientific operations are paid a sea going allowance of Rs 975 per officer per day.

Recommendation 12

41.38 We recommend that the Sea Going Allowance payable to scientific and technical staff of the MOI who act as observers on board vessels in connection with scientific operations be revised to Rs 1000 per officer per day.

Diving Allowance

41.39 We also recommend that the Diving Allowance paid to scientific and technical staff of the MOI be maintained at Rs 660 per dive, subject to a maximum of Rs 9800 a month. This maximum may be reviewed by the Board of the Mauritius Oceanography Institute based on operational requirements.

41. MAURITIUS OCEANOGRAPHY INSTITUTE

SALARY SCHEDULE

MOI 1	:	Rs 17700 Health and Safety Officer (Part-Time) (New Grade)
MOI 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450 Handy Worker
MOI 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
MOI 4	:	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 (New Grade)
MOI 5	:	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 Front Desk Officer
MOI 6	:	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
MOI 7	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Management Support Officer (New Grade)

41. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

- MOI 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer [Personal to officers in post as at 31.12.15]
- MOI 9 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Assistant/Senior Technical Assistant
- MOI 10 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MOI 11 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Procurement and Supply Officer (New Grade)
- MOI 12 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- MOI 13 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
Technical Officer (New Grade)
- MOI 14 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Public Relations Officer
- MOI 15 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Associate Research Scientist
Documentation Officer (New Grade)
IT Officer
- MOI 16 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
- MOI 17 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Research Scientist
Systems Administrator

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- MOI 18 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 70450**
IT Manager (New Grade)
- MOI 19 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Principal Research Scientist
- MOI 20 : Rs 92000**
Deputy Director (Personal)
- MOI 21 : Rs 86000 x 3000 – 92000**
Deputy Director (Future Holder)
- MOI 22 : Rs 119000**
Director

