

45. MAURITIUS STANDARDS BUREAU

- 45.1 The Mauritius Standard Bureau (MSB), was established by the Standards Act of 1975 and it became a body corporate by virtue of the Mauritius Standards Act. It operates under the *aegis* of the Ministry of Industry, Commerce and Consumer Protection, with the mission to promote and provide market relevant standards, metrology and internationally recognised conformity assessment services for the business community, government and society at large. A major achievement of the MSB is that it has pioneered ISO 9001 Certification in Mauritius and has certified around 100 organisations both from the public and private sectors. The MSB has been instrumental in propelling the quality standards in the public sector to increase operational efficiency and effectiveness.
- 45.2 At the MSB, the core operations are run under the five main divisions, namely Standards Development; Quality Assurance; Engineering; Chemical Logistics and Metrology. Other sections/divisions responsible for the support services are the Documentation and Information Centre, Administration, Human Resource, Information Technology, Finance and Business Development.
- 45.3 The main representations from Unions for this Report were focussed on the upgrading of certain existing posts. On the other hand, Management has requested for the restyling of some grades and creation of levels in the Information Technology Department and other sections as well. After a study of all the requests, we are reinforcing the organisation structure and making appropriate provisions to enable the MSB to meet its operational needs effectively and efficiently.

Business Development Officer
formerly Marketing Officer

Assistant Business Development Officer
formerly Marketing Assistant

- 45.4 In order to better attain the objectives and goals of the MSB as stipulated in the new strategic plan, Management has made submissions to restyle the grades of Marketing Officer and Marketing Assistant presently posted in the Business Development Division to better reflect the core duties performed by the incumbents. The duties and qualification requirements are, however, being maintained.

Recommendation 1

- 45.5 **We recommend that the grades of Marketing Officer and Marketing Assistant be restyled Business Development Officer and Assistant Business Development Officer respectively.**

Human Resource Officer/Senior Human Resource Officer

45.6 The 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 is presently allowed to move incrementally in the master salary scale. This provision is being maintained.

Recommendation 2

45.7 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 or an equivalent qualification 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.**

Office Management Assistant (New Grade)

45.8 Management has submitted that there is an organisational need for the grade Office Management Assistant at the MSB. Given that the structure in the Administration Section needs to be further reinforced so as to provide more general and administrative support, we are agreeable to the Management's request.

Recommendation 3

45.9 We recommend the creation of a grade of Office Management Assistant. Appointment thereto, should be made by selection from among officers in the grades of Executive Officer (Personal) and Management Support Officer reckoning four years' service in the cadre.

45.10 Incumbent would be required, *inter alia*, to provide administrative support in general administration, human resource management, finance and procurement and supply; assist in the organisation of official functions, induction and training programmes and other activities; manage and ensure safekeeping of official records; and ensure the keeping of proper, complete and up-to-date human resource/financial records.

Computer Support Officer (New Grade)

45.11 With the coming into operation of the E-Solution in the Standards Development Unit of the MSB, representations have been received from Management that support staff is required to assist the IT Officer/Systems Administrator in the

day-to-day running of the IT system. Given that the MSB is increasing its services through IT, a request has, therefore, been made for the creation of a grade of Computer Support Officer. The Bureau is recommending accordingly.

Recommendation 4

45.12 We recommend the creation of a grade of Computer Support Officer. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with at least two subjects inclusive of Mathematics at principal level and a Certificate in Information Technology or Computer Studies from a recognised institution.

45.13 Incumbent would, among others, be required to assist the IT Officer/Systems Administrator in his duties; operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof; and comply to and promote applicable security standards in relation to computer systems.

Maintenance Officer (Part-Time) (New Grade)

45.14 Submissions have been made by Management of MSB to make provision for the employment of a Maintenance Officer on a part-time basis to lead the maintenance section. We are making appropriate recommendations to this effect.

Recommendation 5

45.15 We recommend the creation of a grade of Maintenance Officer on part-time basis on the establishment of the MSB. Appointment to the grade will be made by selection from among candidates possessing a Diploma in Building and Civil Engineering or equivalent qualifications acceptable to the Standards Council.

45.16 Incumbent would be required, *inter alia*, to be responsible for the maintenance and repairs of plant, furniture and equipment (laboratory and office) as well as for the execution and supervision of Civil Engineering works; supervise control maintenance staff, including cleaners, gardeners; and submit regular report on maintenance activities.

Incremental Credit

45.17 The Bureau has been informed by Management that it is mandatory for Managers to possess the Level II of Non-Destructive Testing (NDT) for which they sit for an examination in South Africa. On completion of the courses up to Level II of NDT, Managers performing the NDT work are granted incremental credit. We are maintaining this provision.

Recommendation 6

45.18 We recommend that Managers should be granted one incremental credit at the salary point reached in their respective salary scale on completing the courses up to Level II of Non-Destructive Testing.

45. MAURITIUS STANDARDS BUREAU

SALARY SCHEDULE

MSB 1	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
MSB 2	:	Rs 17330
		Maintenance Officer (Part-Time) (New Grade) Safety and Health Officer (Part-Time)
MSB 3	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Attendant (Personal to employees in post as at 30.06.08)
MSB 4	:	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
MSB 5	:	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/Telephonist
MSB 6	:	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 – 29400
		Technical Assistant
MSB 7	:	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
		Technical Assistant (Personal to officers in post as at 30.06.03) Word Processing Operator (Personal to officers in post as at 30.06.08)
MSB 8	:	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 to officers in post as at 30.06.08) Clerk/Word Processing Operator Standards Information Clerk

45. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 9 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Computer Support Officer (New Grade)
- MSB 10 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- MSB 11 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MSB 12 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
Stores Officer (Personal)
- MSB 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MSB 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- MSB 15 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- MSB 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- MSB 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Assistant Business Development Officer
formerly Marketing Assistant
Standards Information Officer
Technical Officer (Personal)

45. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 18 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Internal Auditor (Personal to holder in post as at 31.12.15)
- MSB 19 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Stores and Utilities Superintendent
- MSB 20 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 56450**
Quality Officer
- MSB 21 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Business Development Officer
formerly Marketing Officer
- MSB 22 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Financial Manager
- MSB 23 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
IT Officer/Systems Administrator
- MSB 24 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Manager
Standards Information Manager
- MSB 25 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Head of Unit
- MSB 26 : Rs 89000 x 3000 – 95000**
Deputy Director
- MSB 27 : Rs 110000**
Director

