

49. NATIONAL ADOPTION COUNCIL

- 49.1 The National Adoption Council (NAC), set up under the National Adoption Council Act No. 21 of 1987, operates under the *aegis* of the Prime Minister's Office. Its main objectives are to inquire into all demands for the adoption of Mauritian citizens by non-citizens before any application is made to the Judge in Chambers; advise on all matters relating to those demands; and co-ordinate with overseas official agencies engaged in the adoption and welfare of children.
- 49.2 The NAC operates in conformity with the Hague Convention on Protection of Children and Cooperation in respect of inter country adoption in an attempt to put an end to the traffic and sale of children.
- 49.3 At present, the Council is headed by an Office Management Executive who has been assigned duties of Secretary. Incumbent is responsible for its day-to-day administration and management. The grades of Clerk/Word Processing Operator and Office Attendant on its establishment are presently vacant.
- 49.4 During consultations, Management has submitted that the present staffing structure is not adequate to allow the Council deliver on its mandate in view of the increase in demand for the adoption of children. Request has therefore, been made for the creation of appropriate grades to enable the Council to cope with its core functions.
- 49.5 We are, in this Report, reinforcing the organisation structure of the NAC with the creation of additional levels based on operational requirements with a view to enabling the Council to better attain its objectives. We are also reviewing the mode of appointment to the grade of Secretary and restyling it to a more appropriate job title to reflect the duties and responsibilities devolving upon incumbent.

Psychologist (New Grade)

Recommendation 1

- 49.6 **We recommend the creation of the grade of Psychologist. Appointment thereto should be made by selection from among candidates possessing a degree in Psychology and a Master's Degree in Counselling Psychology or Clinical Psychology from a recognised institution.**
- 49.7 Incumbent would be responsible to the NAC for providing pre-adoption and post-adoption counselling and training to children and prospective adoptive parents, in case of receiving state; preparation of reports on adoptable children, in case of state of origin; providing assistance to prospective adoptive parents; performing evaluations on prospective adoptive parents to determine their eligibility and suitability to adopt; and assisting in post adoption services.

Legal Officer (New Grade)

Recommendation 2

- 49.8 We recommend the creation of a grade of Legal Officer. Appointment thereto should be made by selection from among candidates possessing a degree in Law from a recognised institution or an equivalent qualification acceptable to the Board of the NAC.**
- 49.9 Incumbent would be responsible for the provision of timely advice on adoption/legal issues and would be required, *inter alia*, to: assist the NAC in doing preparatory legal work regarding pre-adoption, adoption and post-adoption; advise the NAC on procedures, policies, standards and guidelines on adoption; ensure that the NAC meets its legal obligations under the Hague Convention on Protection of Children and Cooperation in respect of intercountry adoption; assist in the drafting of reports in line with International Conventions; and represent the NAC in the finalisation of all adoption cases at the level of the court.

Welfare Officer (New Grade)

Recommendation 3

- 49.10 We recommend the creation of the grade of Welfare Officer. Appointment thereto should be made by selection from among candidates possessing a diploma in Social Work from a recognised institution.**
- 49.11 Incumbent would be required, *inter alia*, to: assist in the organisation of talks, conferences and counselling sessions, effect home visits to prospective adoptive children and their birth families, assist in the setting up of proper interface between children, the birth families and the adoptive parents; ensure follow up on matters related to pre-adoption, adoption and post-adoption; and assist in coordinating action on policies, procedures, standards and guidelines on adoption.

Shorthand Writer (New Grade)

Recommendation 4

- 49.12 We recommend the creation of the grade of Shorthand Writer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least English Language and French obtained on one certificate or passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the GCE "Ordinary Level"; a Certificate in English Shorthand of 120 words a minute and in French Shorthand of 100 words a minute from a recognised examining body; and a Certificate in typewriting at a speed of at least 60 words a minute from a recognised institution.**

49.13 Incumbent would be required, *inter alia*, to: take down shorthand notes of debates, proceedings and meetings both in English and French and to transcribe them; give clerical, typing and secretarial assistance, as and when required; and perform word processing and other basic ICT functions.

Administrative Secretary
formerly Secretary

49.14 At present, appointment to the grade of Secretary is made by selection from among serving officers in the Public Service not below the level of Higher Executive Officer who hold a substantive appointment in their respective grades and who reckon at least three years' experience in accounts, finance or secretarial duties. Incumbent is required to manage the NAC, implement policy decisions of the Council, formulate and maintain administrative procedures throughout the organisation and to advise on administrative matters.

49.15 After examination, we have observed that there is a mismatch between the qualification requirements and duties/responsibilities of the grade. In this perspective and given new developments at the Council coupled with what obtains in the Public Sector for similar grades, we are reviewing the qualification requirements, duties and appellation of the grade.

Recommendation 5

49.16 We recommend that the grade of Secretary be restyled Administrative Secretary and, in future, appointment thereto should be made by selection from among candidates possessing a Degree in Administration or Management or Law or Finance or Science from a recognised institution or the Associateship or Membership of the Institute of Chartered Secretaries and Administrators, reckoning at least three years' post qualification experience in a responsible administrative or executive position.

49.17 Incumbent would, in addition to the existing duties, be required to: process applications for adoption received from prospective adoptive parents and Central Authorities abroad and to ensure that proper consents have been obtained; ensure that proper authorisations are obtained before clearances are issued for adoptable child to proceed abroad; and provide post adoption services and prepare post adoption reports.

**49. NATIONAL ADOPTION COUNCIL
SALARY SCHEDULE**

- NAC 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- NAC 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- NAC 3 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39595**
Welfare Officer (New Grade)
- NAC 4 : Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Shorthand Writer (New Grade)
- NAC 5 : Rs 25525x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Legal Officer (New Grade)
- NAC 6 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
formerly Secretary
- NAC 7 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Psychologist (New Grade)

