

80. TERTIARY EDUCATION COMMISSION

- 80.1 The Tertiary Education Commission (TEC) is a body corporate established under the provision of the Tertiary Education Commission Act of 1988. Its main objectives are, among others, to: promote coordination and provide guidelines to tertiary education institutions for preparing annual and long term plans for the operation and development of post-secondary education and training; advise the Minister on policy matters relating to the award of scholarships; and promote and maintain high quality standards in post-secondary education. It envisions making Mauritius an Intelligent island of the region in the global village.
- 80.2 The Commission organises its main activities under six main functional divisions: Administration; Finance; Research and Planning; Quality Assurance and Accreditation; Distance Education and Open Learning; and the Centre for Instrumentation. The Divisions/Centres are under the responsibility of a Head assisted by other technical and supporting staff.
- 80.3 The Executive Director has the responsibility for the overall management and execution of the policy of the TEC. He is assisted by a Deputy Director and a complement of staff belonging to the professional, technical, general services and manual grades.
- 80.4 In the context of this Review, representations have been made for the extension of salary scales of certain grades, creation of additional levels, filling of vacant posts, restyling of existing grades, review of fees payable to Chairman and members of Sub-Committee, upgrading of qualifications requirement, provision of duty remission facilities and new conditions of service.
- 80.5 During consultation, Management was apprised that grades are created on the basis of functional and operational needs of an organisation and the onus rests with the Board. However, it was also highlighted that grades which are urgently required, could be graded by the Bureau on an *ad hoc* basis well before and even after the publication of the Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order. On the issue of conditions of service, Management was informed that these would be examined generally except for specific ones which are being considered/addressed in this Report.
- 80.6 All other proposals were thoroughly discussed and reasons for not acceding to some of them were also provided. Parties were equally informed, among others, of existing provisions regarding duty remission facilities and movement beyond the top salary for professionals and above. To address issues relating to HR, **it is recommended that Management should carry out a Human Resource Planning exercise.**

80.7 In this Report, we are maintaining the present structure while restyling the grade of Deputy Director, upgrading the qualification requirements of the grade of Public Relations Officer and replicating some general provisions for ease of application.

Public Relations Officer

80.8 At present, appointment to the grade of Public Relations Officer is made by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma in Public Relations or Communication Studies or Journalism and/or Media Studies from a recognised institution.

80.9 Both staff side and Management have submitted that incumbent in the grade of Public Relations Officer assumes the overall responsibility for communications and is required, among others, to advise and assist Management in policy making regarding communication, plan, develop and implement Public Relations strategies. They have, therefore, requested to upgrade the qualifications requirement of the grade of Public Relations Officer from Diploma to a Degree as there is a need for higher academic background to cope with the challenges and to match the exigencies of the position to which we are agreeable.

80.10 We are, however, inserting a Qualification Bar in the salary scale of the grade.

Recommendation 1

80.11 We recommend that:

- (i) the scheme of service of the grade of Public Relations Officer be amended so that, appointment thereto be made by selection from among candidates possessing a Degree in Public Relations or Communication Studies or Journalism and/or Media Studies from a recognised institution; and**
- (ii) the duties be enriched to include advise and assist Management in policy making regarding communication; plan, develop and implement Public Relations Strategies. These elements have been taken into consideration in arriving at the recommended salary.**

80.12 We further recommend that officers in post should possess the degree qualification to proceed beyond the Qualification Bar inserted in the salary scale.

Human Resource Officer/Senior Human Resource Officer

80.13 Incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in HRM or a Diploma with HRM as a major component or an equivalent qualification are, at present, allowed to move incrementally in the master salary scale up to salary point of Rs 39275 subject

to performance criteria. We are maintaining this provision while revising the salary point.

Recommendation 3

80.14 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.**

Special Provisions for Graduates and Professionals

80.15 Representations have been made for the extension of salary scales for grades requiring a Degree. For ease of application, we are reproducing the existing provisions below.

Recommendation 2

80.16 We recommend that officers in entry or professional grades requiring a University Degree or an equivalent recognised professional qualification drawing salary in a scale the maximum of which is not less than Rs 56450 and having reached the top of their respective salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 61325, 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.**

Duty Free Facilities

80.17 At present, officers in grades requiring a University Degree are eligible for the grant of 70% duty exemption for the purchase of a car subject to certain criteria and upon the approval of the MCSAR.

Recommendation 4

80.18 We recommend that officers in grades requiring a University Degree who are drawing a monthly salary in a salary scale the maximum of which is not less than Rs 56450 and who by nature of their duties are required on a regular basis to attend meetings/conferences outside their organisation, receive delegates, organise events/workshops and regularly work after normal working hours should, subject to the approval of the MCSAR, be eligible for loan facilities and 70% duty exemption for the purchase of a car as per relevant provisions at paragraphs 18.2.20 (i) and 18.2.43 of Volume I of this Report.

80. TERTIARY EDUCATION COMMISSION

SALARY SCHEDULE

TEC 1	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
TEC 2	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver Driver/Office Attendant
TEC 3	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Senior/Head Office Attendant
TEC 4	:	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
TEC 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
		Technical Assistant Word Processing Operator
TEC 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

80. TERTIARY EDUCATION COMMISSION (Contd)

- TEC 7 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- TEC 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Executive Officer (Personal)
- TEC 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- TEC 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Higher Executive Officer (Personal)
formerly Higher Executive Officer, TSMTF
Procurement and Supply Officer
- TEC 11 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- TEC 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
- TEC 13 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Internal Control Officer
- TEC 14 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- TEC 15 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- TEC 16 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent

80. TERTIARY EDUCATION COMMISSION (Contd)

- TEC 17 : **Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technician/Senior Technician
- TEC 18 : **Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 QB 43850 – 49950 x 1625 – 56450**
Public Relations Officer
- TEC 19 : **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Secretary
Programme Officer
Statistician
- TEC 20 : **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Technologist
- TEC 21 : **Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Systems Administrator
- TEC 22 : **Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Legal Officer
- TEC 23 : **Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Deputy Financial Controller
Head, Centre for Instrumentation Service
- TEC 24 : **Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Deputy Secretary
- TEC 25 : **Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Distance Education Officer
Planning Officer
Quality Assurance and Accreditation Officer
Research Officer

80. TERTIARY EDUCATION COMMISSION (Contd)

TEC 26 : Rs 89000 x 3000 – 95000

Financial Controller, Head Finance Division
Head, Distance Education and Open Learning Division
Head, Quality Assurance and Accreditation Division
Head, Research and Planning Division
Secretary and Head Administration Division

TEC 27 : Rs 110000

Deputy Executive Director
formerly Deputy Director

TEC 28 : Rs 152000

Executive Director

