

82. TOURISM EMPLOYEES WELFARE FUND

- 82.1 The Tourism Employees Welfare Fund (TEWF) was set up under the Tourism Employees Welfare Fund Act No 15 of 2002 to provide for the social and economic welfare of employees of tourism enterprises and their families. It operates under the *aegis* of the Ministry of Tourism and External Communications. Presently, the TEWF covers about 33000 employees and their families, manages the General Fund amounting to Rs 110 millions and generates revenue of about Rs 22 m annually.
- 82.2 In line with its mandate to set up schemes and projects for promoting the welfare of employees of tourism enterprises and their families, the TEWF has implemented various schemes such as education loan, computer loan, motorcycle loan and multipurpose loan at low rates of interest. Grants for students of the Certificate of Primary Education, School Certificate, Higher School Certificate, marriage gift, and death grant are also being provided by the organisation.
- 82.3 The organisation structure of the TEWF consists of the Administration, Welfare and Finance Departments. The Secretary is the Chief Executive of the Organisation.
- 82.4 In our last Report the post of Office Attendant was abolished and the post of Office Attendant/Driver was restyled to Driver/Office Attendant.
- 82.5 In the context of the present review exercise, the Management of the TEWF made submissions to review the organisation structure so as to enhance customer service in the activities of the Fund. Representations were also made for job enlargement of the post of Secretary, creation of polyvalent grades of Management Support Officer and Office Management Assistant as well as to strengthen the Finance Department.
- 82.6 We are acceding to these requests and making appropriate recommendations.

Secretary

- 82.7 With an expansion of the activities at the TEWF, we are agreeable to the submission for enlarging the scheme of service for the post of Secretary, which is at the apex of the organisation, to better reflect the nature of duties performed.

Recommendation 1

- 82.8 We recommend that the duties of the grade of Secretary be enlarged to include the formulation of strategies and policies and their prompt execution so as to meet the objectives of the Fund; exercise proper control on the Fund's assets and accounts; be responsible for the prompt**

collection of income and for all expenditure incurred; and promote a quality culture at the Fund. This element has been taken into consideration in arriving at the salary recommended for the grade.

Accounts Officer

- 82.9 The Finance Department at the TEWF, at present, comprises the grades of Accountant, Accounting Technician and the Accounts Clerk.
- 82.10 The TEWF is financed through contributions from employers and employees of the tourism sector. Every employee and employer in the tourism sector contributes a monthly fee of Rs 10 and Rs 40 respectively to the Fund. Presently, there are 33,000 employees of the tourism sector both from Mauritius and Rodrigues, contributing to the Fund.
- 82.11 Management has represented that the fund of the TEWF is increasing each year and there is a need to provide for an appropriate structure to ensure segregation in the flow of duties carried out by the existing staff of the Finance Section. We concur with this proposal.

Recommendation 2

- 82.12 We recommend the creation of a grade of Accounts Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Accounting or a pass in all papers of the Fundamentals (knowledge) of the ACCA Examinations or an equivalent qualification acceptable to the Board.**
- 82.13 Incumbent would be required, among others, to ensure that all payments are in accordance with the approved budget, financial rules and regulations; prepare journal voucher, monthly trial balances and reconciliation statements and periodic financial statements; ensure effective purchasing of commodities, equipment and their proper storage and supply; and assist in the administration of revenue collection of the TEWF.

82. TOURISM EMPLOYEES WELFARE FUND

SALARY SCHEDULE

- TEWF 1 : 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
- TEWF 2 : 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

82. TOURISM EMPLOYEES WELFARE FUND (Contd)

- TEWF 3 : 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
- TEWF 4 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- TEWF 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal)
- TEWF 6 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Programme Welfare Assistant
- TEWF 7 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer (New Grade)
- TEWF 8 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- TEWF9 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- TEWF 10 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Programme Welfare Officer
- TEWF 11 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
- TEWF 12 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Secretary

