

89. UNIVERSITY OF TECHNOLOGY, MAURITIUS

- 89.1 Set up under the University of Technology, Mauritius (UTM) Act of 2000, the main functions of UTM are, among others, to serve as a centre for fostering cooperation, partnership and exchange of ideas between the academic community and the public as well as the private sectors; and foster and encourage the advancement and development of knowledge and skills, and their application to research and other means through industry, the services sector, commerce and the public sector.
- 89.2 It envisions to become a University of national, regional and international renown through the provision of multi-level quality tertiary education and training including continuing professional education geared towards sustained capacity building for increasingly technology-driven and enterprise-based developments.
- 89.3 UTM provides quality education and offers a wide range of courses, programmes and activities in full-time, part-time as well as in mixed modes under four schools, namely: School of Business, Management and Law; School of Sustainable Development and Tourism; School of Innovative Technologies and Engineering; and School of Accounting, Finance and Economics. So far, it has contributed in the formation of over 5000 graduates.
- 89.4 As Head, the Director-General has the overall responsibility for the day-to-day management of the University and for its efficiency. She is supported in her duties by the Registrar and academics as well as staff of the administrative, technical, library, finance, general services and workmen's cadres.
- 89.5 Both Management and staff side have made several representations for this Review. Management has requested for the creation of additional positions, restyling of some grades and enhanced conditions of service. On the other hand, the staff side has proposed the following: creation of additional levels; filling of vacant posts; ensuring career path for officers on the establishment; alignment of salaries; additional remuneration/benefit to academic staff; duty free facilities for technical staff and provision of training.
- 89.6 Proposals made were lengthily discussed during meetings with both parties who were apprised, among others, that filling of vacant posts and creation of new grades depend on the functional and operational needs of the 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 2016 PRB Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order. Attention of both Management and the staff side was drawn on the existing recommendations in PRB Reports that provide for training to be dispensed to all staff. As regards alignment of salaries, parties were informed

that this would be examined by the Bureau on the basis of its job evaluation exercise. They were equally made aware that eligibility or otherwise for duty free facilities for technical staff would depend on the findings of the Survey on Travelling.

89.7 For this review exercise, we are, among others, consolidating the structure with the creation of the grades of Electrician, Computer Laboratory Attendant, Overseer and Maintenance Officer respectively, and maintaining the existing benefits for academics. To address the concern of the staff side about existing HR problems, **it is recommended that Management should carry out a Human Resource Planning exercise.**

89.8 In framing its recommendations, the Bureau also took into account written submissions of the new Management of the UTM.

Electrician (New Grade)

89.9 At present, all repairs pertaining to electrical installations are being performed by an employee in the grade of Handy Worker (Skilled). With the expansion of the University's infrastructure, Management and staff side have made proposals for the creation of the grade of Electrician to look after all the electrical installations and repairs of the building.

Recommendation 1

89.10 We recommend the creation of a grade of Electrician. Appointment thereto should be made from candidates possessing a Certificate of Primary Education and the National Trade Certificate Level 3 in Electrical Installation Works issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development or an equivalent qualification.

89.11 Incumbent would be required, among others, to: carry out complete power and lighting installations of all types in buildings according to regulations including outdoor power and lighting installations; perform maintenance work on all types of electrical power and lighting installations; and prepare estimates for electrical works including maintenance works.

Computer Laboratory Attendant (New Grade)

89.12 At present, employees in the grade of Handy Worker are being called upon to perform the duties of the grade of Computer Laboratory Attendant.

89.13 In the context of this review, both Management and staff side have represented that there is an increase in the number of computer terminals in the computer laboratories to cope with volume of work. These computer terminals have to be

maintained regularly and there is need for a dedicated grade to cater for the general care of the Computer Laboratories.

Recommendation 2

89.14 We recommend the creation of a grade of Computer Laboratory Attendant. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment possessing a Cambridge School Certificate with at least a pass in Mathematics or any Science subject or equivalent qualification. On appointment, incumbent will be required to undergo, on-the-job training for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Computer Laboratory Attendant in a substantive capacity.

89.15 Incumbents would be responsible for: the general cleanliness of the computer laboratory and the general care of equipment and furniture; scheduling hardware and software for use in different lecture rooms and the computer laboratory; and the detection and elimination of viruses using appropriate tools. Additionally, incumbents would be required, among others, to set up equipment and load relevant software; provide assistance to Lecturers for the running of hands-on sessions; assist in the routine maintenance of hardware and software; and keeping record of equipment.

Overseer (New Grade)

89.16 Representations have been received for the creation of a level to supervise the work of Handyworkers and Handyworkers (Skilled) as well as to exert control and discipline among them. To enable the organisation to make effective use of resources and to monitor and supervise the activities of the Handyworkers and Handyworkers (Skilled), **we are recommending accordingly.**

Recommendation 3

89.17 We recommend the creation of a grade of Overseer. Appointment thereto should be made by selection from employees of the University possessing a Certificate in Primary Education and showing proof of having attended secondary education. Candidates should also reckon at least ten years' service in a substantive capacity and should have the ability to supervise workers and maintain discipline among them.

89.18 Incumbent would, *inter alia*, be required to: distribute work among Handyworkers and Handyworkers (Skilled) and maintain discipline among them at the different sites of work; control the works undertaken under his supervision, and to ensure that they are carried out according to norms and standards; keep an inventory of all the tools and materials issued to the workers

under his supervision; and prepare daily progress of work of his team of workers.

Maintenance Officer (New Grade)

89.19 The UTM is constantly expanding its infrastructure and other activities. Union members, supported by Management, have represented that there is need for a new level to better assist in the maintenance of the building and infrastructure and improvement of the university equipment and compound.

Recommendation 4

89.20 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification acceptable to the Board.

89.21 Incumbent would, *inter alia*, be required to: plan, design, execute, supervise and monitor civil engineering works; guide, supervise and control maintenance staff; assist in the feasibility studies and preparation of bids documents; make regular inspections of existing infrastructure and submit reports thereon; and ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.

Allowance to Head of School

89.22 Presently, a monthly allowance of Rs 7000 is paid to each Academic who has been assigned the duties of Head of School which is on a rotational basis for a period of three years. We are maintaining the present arrangement and making appropriate recommendation.

Recommendation 5

89.23 We recommend that:

- (i) the duties of Head of School should continue to be assigned on a rotational basis for a period of three years to Associate Professors who have served for at least once as Head of Department and reckoning at least four years' service at the University;**
- (ii) in future, Associate Professors assigned the duties of Head of School should be paid a monthly allowance of Rs 2600;**
- (iii) Associate Professors assigned the duties of Head of School as at 31 December 2015 should continue to be paid a monthly allowance of Rs 7000 on a personal basis provided they are still performing in this position;**
- (iv) in the absence of candidates in the grade of Associate Professor, the seniormost Senior Lecturer who has served for at least once as Head**

of Department and reckons at least four years' service at the University should be assigned the duties of Head of School and be paid the allowance; and

- (v) **eligibility for a new appointment to the position of Head of School would not be before a period of four years, except with the special permission of the Staff Committee/Board of Governors.**

Allowance to School Coordinator

89.24 At present, Academic staff who have been assigned the duties of School Coordinator to support the Head of School in his administrative responsibilities are being paid a monthly allowance of Rs 2500. We are maintaining the present arrangement and making appropriate recommendation .

Recommendation 6

89.25 **We recommend that, in future, academic staff members assigned the duties of School Coordinator should be paid a monthly allowance of Rs 1525.**

89.26 **We further recommend that academic staff members assigned the duties of School Coordinator as at 31 December 2015 should continue to be paid a monthly allowance of Rs 2500 on a personal basis provided they are still performing in this position.**

Academic Achievement

89.27 Academics below the level of Professor, who have improved their qualifications and achieved within their academic field are granted additional increments. This provision is being maintained.

Recommendation 7

89.28 **We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or holding a Master's degree and reckoning academic attainment through published research, teaching, administrative contributions and publications and having stayed on top of their salary scales for one year should be allowed to move incrementally up to a maximum of two increments to be read from the master salary scale.**

89.29 For the purpose of implementation of the above paragraph, the new salary point reached by virtue of the provision made at paragraph 10.40 of Volume 1 of this Report shall be deemed to be the new top salary.

Sabbatical Leave

89.30 In its previous Reports, the Bureau recommended that the UTM should consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff.

During consultation we were informed that this recommendation has yet to be implemented. **We are therefore reiterating this recommendation.**

Recommendation 8

89.31 We recommend that the Management of the UTM should set up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.

Incentive Scheme

89.32 The present provisions of incentive scheme, hereunder replicated, are being maintained:

- 1. The University of Technology, Mauritius in consultation with the Tertiary Education Commission, may, subject to availability of funds:
 - (i) evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius;**
 - (ii) consider the advisability of granting an allowance to Academics for supervising MPhil/PhD students; and**
 - (iii) consider the advisability or otherwise of granting an allowance to Academics regularly lecturing at Master's level;****
- 2. the University of Technology, Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those minimum prescribed for the respective grades and for wide proven experience in their field;**
- 3. academics holding a PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of forty months; and**
- 4. the University of Technology, Mauritius in consultation with the State Insurance Company of Mauritius Ltd should evolve an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.**

Administrative Officer

89.33 At present, Administrative Officers who have remained on top of their salary scale for one year are allowed to proceed incrementally in the master salary scale up to salary point Rs 58775 subject to performance criteria. This recommendation is being maintained.

Recommendation 9

89.34 We recommend that Administrative Officers who have remained on top of their revised salary scale for one year should be allowed to move incrementally up to salary point Rs 62950 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.**

Political Activities

89.35 At present, full-time academic and non-academic staff of the University are not allowed to participate in active politics as involvement therein disrupts the proper functioning of the organisation. **This provision, being a main clause in the contract of employment of the staff, is being maintained.**

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SALARY SCHEDULE

UTM 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
UTM 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075
		Printing Assistant
UTM 3	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
UTM 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Library Attendant Office Attendant

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- UTM 5 : 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
- UTM 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 – 23975**
Electrician (New Grade)
Handy Worker (Skilled)
- UTM 7 : Rs 14325 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
- UTM 8 : 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
- UTM 9 : 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**
Computer Laboratory Attendant (New Grade)
- UTM 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Overseer (New Grade)
- UTM 11 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk
Clerk/Word Processing Operator
Library Clerk (Personal)
- UTM 12 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Library Clerk (Roster)
- UTM 13 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technical Assistant (Maintenance)
- UTM 14 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Computer Support Officer

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- UTM 15 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- UTM 16 : 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)
Stores Officer (Personal)
- UTM 17 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Nursing Officer
Sports Officer/Senior Sports Officer
- UTM 18 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- UTM 19 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Accounts Officer (Ex-SPI) (Personal)
Higher Executive Officer
- UTM 20 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Library Officer (Personal)
Maintenance Officer (New Grade)
Safety and Health Officer/Senior Safety and Health Officer
- UTM 21 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Programmer
- UTM 22 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Library Officer (Roster)
- UTM 23 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer

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- UTM 24 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- UTM 25 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technician/Senior Technician
- UTM 26 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
- UTM 27 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Librarian
- UTM 28 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
- UTM 29 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Analyst
Systems Engineer
- UTM 30 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Officer (Personal)
- UTM 31 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Admissions Officer
Examinations Officer
Human Resource Management Officer
Public Affairs Officer
Student Affairs Officer
- UTM 32 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer

- UTM 33 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Head of Resource Centre
- UTM 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Registrar
- UTM 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Head of Finance
Head of Information Services
Planning and Development Officer
Quality Assurance Officer
Senior Lecturer (Future Holder)
- UTM 36 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Senior Lecturer (Personal to officers in post as at 31.12.15)
- UTM 37 : Rs 43850 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Manager of Consultancy and Technology Transfer Centre
- UTM 38 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
- UTM 39 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 101000**
Head of School
- UTM 40 : Rs 101000**
Professor
Registrar
- UTM 41 : Rs 110000**
Deputy Director-General
- UTM 42 : Rs 164000**
Director-General

