

COMMISSION FOR SOCIAL SECURITY, EMPLOYMENT, LABOUR AND INDUSTRIAL RELATIONS, CONSUMER PROTECTION, TRADE, COMMERCE AND LICENSING

- 5.0.1 The Commission encompasses the following portfolios: Social Security, Employment, Labour and Industrial Relations, Consumer Protection, Trade Commerce and Licensing.
- 5.0.2 The main objectives of the Commission are, among others, to deliver on social security services; facilitate placement opportunities for registered job seekers and provide labour market information; promote a safe, healthy and harmonious work environment; safeguard and promote consumers' rights and interest; and provide members of the public with the relevant necessary information regarding trade and commercial activities.

5.1 Social Security

- 5.1.1 The Social Security Division is responsible for the administration of social benefits.
- 5.1.2 Its main objectives are, among others, to provide social aid and assistance to vulnerable groups; assist and empower the disabled and the elderly; and enhance the quality of life of the senior citizens.
- 5.1.3 In the context of this review exercise, Management made representations to strengthen the present structure of the Social Security cadre as well as requested for the creation of an appropriate level in the Disability Unit.
- 5.1.4 After studying all the representations, we are, in this Report, providing for the grades of Manager, Social Security and Disability Empowerment Officer/Senior Disability Empowerment Officer.

Manager, Social Security (New Grade)

- 5.1.5 At present, the Social Security Division is manned by officers in the grades of Social Security Officer, Higher Social Security Officer, Senior Social Security Officer and Principal Social Security Officer. The Division is administered by the Departmental Head. Management has represented that there is a need for a level to assist the Departmental Head in the day-to-day administration of the Division.

Recommendation 1

- 5.1.6 **We recommend the creation of the grade of Manager, Social Security. Appointment thereto should be made by selection from Principal Social Security Officer and Senior Social Security Officer reckoning at least six years' service in a substantive capacity and possessing either a Degree in Social Work/Sociology or a Diploma in Social Work together with a Degree**

in Administration or Economics from a recognised institution or an equivalent qualification.

- 5.1.7 Incumbent would be required, *inter alia*, to implement policies and programmes pertaining to social security; plan and monitor quality management of services provided at the Social Security Division; coordinate and supervise relief measure and emergencies and other natural calamities; ensure the proper implementation of the Protection and Elderly Persons Act and the Residential Care Homes Act.

Principal Social Security Officer

Senior Social Security Officer

- 5.1.8 We are making provision for the grades of Principal Social Security Officer and Senior Social Security Officer possessing a Diploma in Social Work to move in the master salary scale.

Recommendation 2

- 5.1.9 We recommend that incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer possessing a Diploma in Social Work from a recognised institution or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary points Rs 42325 and Rs 48425 respectively 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.**

Disability Empowerment Officer/Senior Disability Empowerment Officer (New Grade)

- 5.1.10 The Commission is responsible for the social and economic rehabilitation of physically handicapped persons for their integration in the mainstream society through education, training, employment, sports, culture and leisure activities. It also caters for the promotion of the welfare of all disabled persons in Rodrigues.
- 5.1.11 At present, the Commission caters for around 2112 persons with disability. Management has represented that, actually, there is no proper structure under the Commission for Social Security to cater for these people. Therefore, there is a need to set up an appropriate structure for enforcement of legislations dealing with both the elder and disabled persons in Rodrigues and to ensure an efficient service delivery.

Recommendation 3

5.1.12 We recommend the creation of the grade of Disability Empowerment Officer/Senior Disability Empowerment Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution or an equivalent qualification.

5.1.13 Incumbent would be required, *inter alia*, to give necessary support and assistance to Non-Governmental Organisations operating in the field of disability and to co-ordinate their activities; empower persons with disabilities through various means such as education, training, employment, advocacy, recreational and sports activities and the removal of handicapping barriers; and promote the integration of persons with disabilities in all aspects of society and advocate for their rights in line with the UN Convention on the Rights of Persons with Disabilities.

Medical Unit

Recommendation 4

5.1.14 We recommend that the Rodrigues Regional Assembly considers the advisability of employing doctors on contractual basis to serve the Medical Board and effect domiciliary visits.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	SOCIAL SECURITY
02 000 100	Rs 101000 Departmental Head
08 050 069	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 Higher Executive Officer (Rodrigues) (Personal)
08 043 069	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 Confidential Secretary <i>formerly Confidential Clerk/Senior Confidential Clerk</i>
23 063 081	Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Manager, Social Security (New Grade)

Salary Code	Salary Scale and Grade
23 059 075	Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900 Principal Social Security Officer
23 051 070	Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 Senior Social Security Officer
23 044 067	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 Higher Social Security Officer
23 034 064	Rs 16075 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425 Social Security Officer
09 029 063	Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Community Health Rehabilitation Officer
08 027 060	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)
08 026 059	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 Word Processing Operator
22 021 054	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
24 023 052	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 Driver (Roster)
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver

Salary Code	Salary Scale and Grade
25 023 052	<p>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</p> <p>Painter</p>
24 016 043	<p>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</p> <p>Social Security Attendant Stores Attendant</p>
24 019 048	<p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</p> <p>Office Care Attendant/Senior Office Care Attendant <i>formerly Office Caretaker</i></p>
24 015 041	<p>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</p> <p>Handy Worker</p>
24 015 040	<p>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</p> <p>Lorry Loader</p>
24 001 038	<p>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</p> <p>General Worker</p>
DISABILITY EMPOWERMENT UNIT	
23 044 075	<p>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</p> <p>Disability Empowerment Officer/Senior Disability Empowerment Officer (New Grade)</p>

* * * * *

5.2 Employment

- 5.2.1 The main functions of the Employment Division in Rodrigues are, among others, the registration and placement of job seekers, employment counseling; providing up-to-date market information; conducting work permit inspections; inspections of private recruitment agencies; organization of sensitisation services and helping in the redeployment of laid-off workers and the processing of the recruitment of workers for overseas vacancies.
- 5.2.2 The responsibility for the effective and overall management and day-to-day administration of the Employment Sub Division and the implementation of approved policies of the Commission rests with the Officer-in-Charge, Employment. He liaises with the Director, Employment Service, Mauritius on matters relating to implementation of the Labour Market Information System. He is supported in his tasks by one Senior Employment Officer, four Employment Officers and officers of the General Services grades.
- 5.2.3 The grade of Officer-in-Charge, Employment is being restyled and no change is being brought in the present organization structure.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	EMPLOYMENT
18 058 073	Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850 Head, Employment Service <i>formerly Officer-in-Charge, Employment</i>
18 044 071	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 Senior Employment Officer
18 030 064	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425 Employment Officer

* * * * *

5.3 Labour and Industrial Relations

- 5.3.1 The following sections form part of the Labour and Industrial Relations: the Labour and Industrial Relation; Occupational Safety and Health Inspectorate, and the Registry of Associations.
- 5.3.2 The Labour and Industrial Relations section is responsible for the enforcement of minimum terms and conditions of employment; settlement of complaints made at labour offices; and sensitisation of workers on their rights and obligations. In so doing, it provides an equitable, sound and conflict free environment in line with international norms.
- 5.3.3 The Occupational Safety and Health Inspectorate is responsible for the enforcement of Occupational Safety and Health legislations; investigation of notifiable occupational accidents and dangerous occurrences; and sensitization of workers, employers and other stakeholders, on Occupational Safety and Health norms. Its aim is to promote a safe work environment conforming to international and standard norms.
- 5.3.4 The Registry of Associations monitors the operation of Registered Associations, Trade Unions and Employees Superannuation Funds. It is responsible for the registration of Associations, Trade Unions and Superannuation Funds and ensure their compliance with relevant legislations.
- 5.3.5 The organisation structure of the Labour and Industrial Relations Division comprises the grades of Officer-in-Charge, Labour and Industrial Relations; Labour and Industrial Relations Officer, Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer; Inspector of Associations and officers of the General Services grades.
- 5.3.6 Taking into consideration the specificity of Rodrigues, the present arrangement to avail of the services of the Labour and Industrial Relations; Occupational Safety and Health Inspectorate and the Registry of Association is appropriate and no change is envisaged at this stage and the grade of Trainee is being abolished.

Trainee Grades

- 5.3.7 It has been submitted that the RRA is no more recruiting trainees in the grades of Inspector of Associations; Labour and Industrial Relations Officer and Occupational Safety and Health Officer as there is no dearth of qualified candidates on the market.

Recommendation

- 5.3.8 We recommend that the trainee grades of Inspector of Associations; Labour and Industrial Relations Officer and Occupational Safety and Health Officer be abolished.**

Qualification Bar (QB)

5.3.9 A Qualification Bar (QB) has been inserted in the salary scale of the grades of Labour and Industrial Relations Officer, and Inspector of Associations:

- (i) Officers in the grade of Labour and Industrial Relations Officer who possess the Diploma in Human Resource Management or equivalent qualification should be allowed to proceed incrementally beyond the QB; and
- (ii) Officers in the grade of Inspector of Associations who have successfully completed all the papers of Fundamentals (Skills) formerly Part II of the ACCA Examinations or an equivalent qualification should be allowed to proceed incrementally beyond the QB.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	LABOUR AND INDUSTRIAL RELATIONS
18 056 076	Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 Officer-in-Charge, Labour and Industrial Relations
18 044 074	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer
18 036 070	Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 39575 Inspector of Associations Labour and Industrial Relations Officer
08 027 060	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)
24 015 041	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450 Handy Worker

* * * * *

5.4 Consumer Affairs Unit

- 5.4.1 The Consumer Affairs Unit (CAU) *formerly the Consumer Protection Unit* in Rodrigues enforces the various consumer protection legislations and increases awareness in the population about consumer's rights and responsibilities.
- 5.4.2 Its main objectives are to protect consumers' right and safeguard their interest through enforcement of laws; educate and sensitize consumers on their rights and responsibilities; attend to complaints both from authorities and public; and to settle disputes between traders and consumers through mutual agreement or in a court of justice. It regularly updates its existing laws to face new challenges.
- 5.4.3 The CAU comprises a three-level structure. The Officer-in-Charge, Consumer Protection is responsible for the effective and efficient operation and administration of the Consumer Protection Unit of the Rodrigues Regional Assembly in line with approved policies of Central Government. He is supported in his tasks by one Senior Consumer Protection Officer, four Consumer Protection Officers and officers of the General Services grades.
- 5.4.4 The present organisational structure is appropriate. We are however, restyling all the grades of the Consumer Protection Officer cadre to reflect the appellation of similar grades in Mauritius and revising the quantum of allowance payable to officers of the Consumer Affairs cadre for conducting and coordinating consumer programmes.

Recommendation 1

- 5.4.5 **We recommend the restyling of the grades in the Consumer Protection Officer cadre as follows:**

From	To
Officer-in-Charge, Consumer Protection	Officer-in-Charge, Consumer Affairs
Senior Consumer Protection Officer	Senior Consumer Affairs Officer
Consumer Protection Officer	Consumer Affairs Officer

- 5.4.6 **We further recommend that officers of the Consumer Affairs cadre possessing specific communication skills and who are called upon to conduct and coordinate consumer education programmes/campaigns as well as delivering talks through the media, be paid an allowance of Rs 265 per session.**

Hours of Work

5.4.7 As per the existing schemes of service of grades in the Consumer Affairs cadre, officers may, in the performance of their duties be called upon to work outside normal working hours, including Sundays and public holidays. **This element has been taken into consideration in determining the salary of these grades.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CONSUMER AFFAIRS UNIT
18 063 079	Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200 Officer-in-Charge, Consumer Affairs <i>formerly Officer-in-Charge, Consumer Protection</i>
18 056 076	Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 Senior Consumer Affairs Officer <i>formerly Senior Consumer Protection Officer</i>
18 050 073	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850 Consumer Affairs Officer <i>formerly Consumer Protection Officer</i>
08 027 060	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)
24 019 048	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475 Office Care Attendant/Senior Office Care Attendant <i>formerly Office Caretaker</i>
24 001 038	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

* * * * *

5.5 Trade, Commerce and Licensing

- 5.5.1 The Trade, Commerce and Licensing Unit has, as objects, to provide and facilitate trade and commercial activities in Rodrigues as well as to ensure that members of the public are being provided with the necessary information to participate fully in trade and commercial activities.
- 5.5.2 Its services include, among others, issuing lease of agreement, organising expo-sales to promote local products; informing the public of documents needed for the request of trade licence; issuing trade licence; and collecting fees in connection with renewal of licences.
- 5.5.3 The Unit comprises staff belonging to the professional, technical, general services and workmen's group.
- 5.5.4 As the present structure is meeting the needs of the organization, the existing arrangements are being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	TRADE, COMMERCE AND LICENSING
02 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Analyst (Trade)
19 044 072	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 Technical Officer (Legal Metrology)
08 027 060	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)
24 001 038	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

* * * * *