

## **COMMISSION FOR YOUTH, COMMUNITY DEVELOPMENT, LIBRARY SERVICES, ARCHIVES AND MUSEUM**

- 8.1 The Commission is responsible for the areas of Youth, Community Development, Library Services, Archives and Museum, and Arts and Culture.
- 8.2 Its mission is to create an enabling environment through the formulation of appropriate policies, enforcement of laws and act as a catalyst for the promotion of a harmonious working environment, promoting social dialogue and worker's right and for the development of sports and empowerment of youth.

### **8.1 Youth Division**

- 8.1.1 The Youth Division ensures the empowerment, welfare and overall well-being of the youth in Rodrigues.
- 8.1.2 Its objectives are, among others, to provide and organise innovative programme of activities for in and out of school youth of Rodrigues; equip the young people with the necessary knowledge, skills, values and attitudes to play their roles as responsible citizens and deepen and widen their levels of participation in decision making with regards to local and national development; and provide adequate infrastructure and facilities for the practice of youth and leisure activities.
- 8.1.3 In the last Report, the post of Officer-in-Charge, Youth Services was created to assist and advise the Departmental Head on the formulation of policies, programmes and projects for the development of the youth.
- 8.1.4 Management has submitted that the present structure is appropriate to enable the Division to deliver its services efficiently and effectively. We are, therefore, maintaining the organisational structure.

#### **Youth Officer**

##### **Recommendation**

- 8.1.5 A Qualification Bar (QB) was inserted in the salary scale of the grade of Youth Officer to allow incumbents possessing a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade. **This provision is being maintained.**

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>YOUTH DIVISION</b>
<b>02 000 100</b>	<b>Rs 101000</b> Departmental Head
<b>02 058 081</b>	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Administrative Officer
<b>23 034 067</b>	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Organising Officer (Youth Counselling Centre)
<b>08 043 069</b>	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Confidential Secretary <i>formerly Confidential Clerk/Senior Confidential Clerk</i>
<b>08 027 060</b>	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Clerical Officer/Higher Clerical Officer (Personal)
<b>08 026 059</b>	<b>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</b> Word Processing Operator
<b>24 023 052</b>	<b>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</b> Driver (Roster)
<b>24 022 051</b>	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

Salary Code	Salary Scale and Grade
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector of Works
21 019 046	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Storekeeper (Rodrigues)
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Office Care Attendant/Senior Office Care Attendant <i>formerly Office Caretaker</i>
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
<b>YOUTH SERVICES</b>	
23 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Head, Youth Services <i>formerly Officer-in- Charge, Youth Services</i>
23 057 076	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Youth Officer
23 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Youth Officer (Personal)

Salary Code	Salary Scale and Grade
23 052 072	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Youth Officer (Future Holder)
23 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b> Youth Officer
08 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Clerical Officer/Higher Clerical Officer (Personal)
24 020 046	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Youth Centre Attendant (Roster)
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Office Care Attendant/Senior Office Care Attendant <i>formerly Office Caretaker</i>
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>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</b> General Worker

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## **8.2 Community Development**

- 8.2.1 The Community Development Division envisions to encourage social participation, understanding and development of the community.
- 8.2.2 Its main objectives are, *inter alia*, to provide and organise programme and activities related to cultural, social, economic, educational and recreational in connection with the community; provide adequate infrastructure, equipment and facilities in connection with the development of the community; help in the fight for poverty alleviation; and provide material and financial resources required for the effective development of the community.
- 8.2.3 At present, the Division is manned by officers in the grades of Community Development Officer and Social Welfare Officer.
- 8.2.4 In the context of this review exercise, Management has represented that there is a need for a level at the apex to strengthen the present structure to have a better control of the activities of the Division. We are making appropriate recommendations to this effect.

### **Head, Community Development (New Grade)**

- 8.2.5 Presently, there is one Social Welfare Officer who is responsible for the service delivery in the Community Development Division. In each village, there is a Village Community Committee which is assigned with the administration of the community on a voluntary basis. However, members of these committees face managerial problems due to lack of training in community work. Therefore, there is a need to improve the management of these villages to have efficient and optimum use of resources.

### **Recommendation 1**

- 8.2.6 **We recommend the creation of the grade of Head, Community Development. Appointment thereto should be made by selection from among candidates possessing a Degree in Social Work from a recognised institution or an equivalent qualification.**
- 8.2.7 Incumbent would be required to, *inter alia*, assist and advise the Departmental Head on the formulation of policies, programmes and projects for the development of the community; plan and coordinate community activities and implement policies, programmes and projects for the development of the community; and motivate the community to participate in national, regional and international activities.

## Recommendation 2

- 8.2.8 A Qualification Bar (QB) was inserted in the salary scales of the grades of Community Development Officer and Social Welfare Officer to allow incumbents possessing a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade. **This provision is being maintained.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>COMMUNITY DEVELOPMENT</b>
23 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Head, Community Development (New Grade)
19 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Psychologist
23 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b> Community Development Officer Social Welfare Officer

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### 8.3 Library Services

8.3.1 The mission of the Rodrigues Library Service is to provide equal access to information to the public in general thus leveling educational opportunities and strengthening democratisation process. Its objectives are, *inter alia*, to ensure that a comprehensive record of Mauritiana focusing on documents relating to Rodrigues and a selected record of universal human knowledge is collected and catered for; collect Mauritiana publications, including Mauritiana electronic information resources; provide internet facilities with a view to providing quality and timely reference and information services to the public in general; and enhance the Rodrigues Library Service role by encouraging creative and intellectual initiatives through school children.

8.3.2 Library Services are provided by the Officer-in-Charge, Library Services; Librarian and officers of the Library Clerk cadre.

#### Allowance to officers of the Library Clerk Cadre

8.3.3 Library Clerks are presently paid a monthly allowance of Rs 330 for organising and monitoring cultural/artistic activities as well as indoor games in the “Centre de Lecture et d’Animation Culturelle”. We are revising the quantum of the allowance.

#### Recommendation

8.3.4 **We recommend that the monthly allowance payable to officers in the grades of Library Clerk and Senior Library Clerk for performing additional duties be revised to Rs 345. Payment of the allowance should be limited to the month during which activities are conducted and subject to the approval of the Head, Library Services formerly Officer-in-Charge, Library Services.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>LIBRARY SERVICES</b>
05 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Head, Library Services <i>formerly Officer-in-Charge, Library Services</i>
05 055 081	Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Librarian (Rodrigues)

Salary Code	Salary Scale and Grade
05 043 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Senior Library Clerk (Rodrigues)
05 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Library Clerk (Rodrigues)
05 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Library Clerk
21 019 046	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Storekeeper (Rodrigues)
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Library Attendant/Senior Library Attendant <i>formerly Library Attendant</i> Office Care Attendant/Senior Office Care Attendant <i>formerly Office Caretaker</i>
24 001 038	<b>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</b> General Worker

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## **8.4 Archives and Museum**

- 8.4.1 The Archives Division is responsible to preserve the collective memory of the nation and particularly of Rodrigues. It also aims at promoting the awareness of this collective memory for the purpose of research.
- 8.4.2 As regards the Museum Division, its objectives are, among others, to set up a multidisciplinary museum which will include artifacts related to the natural, historical, cultural aspects of Rodrigues and at the same time to preserve the history of the island; manage the acquisition, preservation and storage of artifacts relating to history, geology and culture of Rodrigues; and exhibit collected artifacts that are listed under the Rodriguan heritage.
- 8.4.3 The Archives and Museum Division is presently staffed by officers in the grades of Curator, Archivist and Archives Officer/Senior Archives Officer.
- 8.4.4 Representations have been received in the context of this review to restyle the grade of Curator to Curator/Conservator and to create the grade of Conservation Assistant. Given that the Bureau is in favour of multi-functional grades and believes that the structure at the Archives and Museum Division needs to be further strengthened, we are making appropriate recommendations in this Report.

### **Curator/Conservator *formerly Curator***

- 8.4.5 Conservation of records is an important component within the archives management programme. Hence, there is need for a professional grade to ensure the conservation of records. With a view to reducing multiplicity of grades, the grade of Curator is being restyled and conservation duties will also form part of the duties of the restyled grade.

### **Recommendation 1**

- 8.4.6 **We recommend that the grade of Curator be restyled Curator/Conservator. The scheme of service for the grade should be amended to include conservation duties, among others.**

### **Conservation Assistant (New Grade)**

- 8.4.7 The Bureau considers that there should be a grade to provide support to the professional grade so as to enable the latter to operate effectively. We are making appropriate provision to this end.

### **Recommendation 2**

- 8.4.8 **We recommend the creation of the grade of Conservation Assistant. Appointment to the grade should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at**

**least five subjects including English Language, French, Chemistry or Physics or Biology.**

- 8.4.9 Incumbent would be required to give assistance in, *inter alia*, maintenance, repairs, restoration and conservation of archival records by applying techniques such as encapsulation, fumigation, microfilming, photocopying, amongst others; keeping the records in a useable condition for as long as possible; and putting into actions the norms to prevent deterioration.

### **SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
<b>ARCHIVES AND MUSEUM</b>	
<b>05 055 081</b>	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Curator/Conservator <i>formerly Curator</i>
<b>05 054 081</b>	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Archivist
<b>05 027 062</b>	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Archives Officer/Senior Archives Officer
<b>05 027 060</b>	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Conservation Assistant (New Grade)

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## **8.5 Arts and Culture**

- 8.5.1 The Arts and Culture Division has, as mission, to foster the promotion and development of arts and culture. It aims at promoting arts and culture through cultural exchanges, assistance to artists and preservation of Rodriguan heritage and history.
- 8.5.2 Activities at the Division are organised by officers of the Culture Officer and Arts Officer cadres.
- 8.5.3 In the context of this review, representations have been received for the merging of the grades of Arts Officer and Culture Officer; for the creation of a grade of Head, Arts and Culture; and allowances for work during major celebrations.
- 8.5.4 Merging of the grades of Arts Officer and Culture Officer cannot be considered as these two grades come from two separate cadres requiring different set of qualifications and having duties of different nature. At this stage, the Bureau considers that there is a greater need to fill the vacant posts of Arts Officer. However, Management may always consider the advisability to create a supervisory level as and when required.

### **Arts Officer**

- 8.5.5 Arts Officers possessing a Diploma would, henceforth, be allowed to move incrementally in the salary scale as recommended in the ensuing paragraph.

### **Recommendation 1**

- 8.5.6 We recommend that Arts Officers possessing a Diploma in any one of the areas of Arts (Music, Dance, Dramatic Arts, Cinema) be allowed to move incrementally up to salary point Rs 39575 in the master salary scale 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.**

### **Time Off Facilities**

- 8.5.7 It has been reported that officers in the grades of Culture Officer and Arts Officer are regularly required to put in additional hours after normal working hours to coordinate and monitor rehearsals, and make administrative arrangement for special events such as National Day, Rodrigues Day and Festival Kreol, among others. The Management has proposed the payment of a monthly allowance to the officers concerned. After examining the request, the Bureau considers that they should be compensated for each additional hour put in and consequently, we are making appropriate recommendation to address this.

## Recommendation 2

8.5.8 We recommend that arrangements should be made for Culture Officers and Arts Officers who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job be granted equivalent time off for the extra hours put in. However, where it has not been possible for management to grant, upon application, time off within a period of four months, the officers should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>ARTS AND CULTURE</b>
05 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Senior Culture Officer
05 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Culture Officer
05 034 069	Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 Arts Officer (Rodrigues)
05 028 030	Rs 14325 x 275 – 14875 Trainee Arts Officer (Rodrigues)
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

Salary Code	Salary Scale and Grade
22 021 054	<p>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</p> <p>Receptionist/Telephone Operator</p>
10 022 056	<p>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 – 27075</p> <p>Operator Video Unit (Personal)</p>
24 023 052	<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>Driver (Roster)</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>
24 022 051	<p>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</p> <p>Driver</p>
25 016 042	<p>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</p> <p>Tradesman's Assistant</p>
24 018 044	<p>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</p> <p>Security Guard</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>
05 027 060	<p>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</p> <p>Library Clerk (Rodrigues)</p>

Salary Code	Salary Scale and Grade
22 032 065	<p style="text-align: center;"><b>CULTURAL AND LEISURE CENTRES</b></p> <p><b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b></p> <p>Technician (Light and Sound)</p>

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