

39.1 NATIONAL ARCHIVES DEPARTMENT

- 39.1.1 The National Archives Department (NAD) serves as the central repository of public records and caters for the preservation of their archival value for current and future use by Government, citizens of Mauritius and International users. It has in its store an array of rich and diverse records which are of significant interest to all users and are invaluable for historical, genealogical, cultural, administrative, legal purposes, among others.
- 39.1.2 The objectives of the NAD are to: preserve the collective memory of the nation; promote an awareness of this collective memory for the purpose of research; produce and publish documentary materials for educational purposes and for the public at large; release after a given period official records for public research; provide an effective and efficient customer service to users; control public archives lying in other repositories and advise on the ways they should be preserved; and increase online access to our digital collections.
- 39.1.3 The Department is administered by a Director, National Archives who is assisted in the performance of his duties by a Deputy Director, National Archives and officers in professional and technical grades.
- 39.1.4 For this review exercise, the Union made representations, among others, to: increase the number of posts of a few grades; align salary scale of the grades pertaining to the Archives Officer's Cadre with those obtainable for Registration Officers and Library Officers to reflect the technical nature of the work performed; and upgrade the qualifications requirement of the grade of Archives Officer/Senior Archives Officer. Additionally, the Union has proposed for the provision of enhanced conditions of service to officers of certain technical grades.
- 39.1.5 As regards the grade of Conservation Assistant, the staff side requested to: restyle its appellation and upgrade its qualifications requirement; provide incumbents one year on-the-job training in the restoration unit to include theoretical and practical courses leading to a Certificate in Conservation and Restoration of Archival documents; and upgrade their salary scale owing to the nature of duties performed. In addition, representations were also made for the mode of appointment to the grade of Conservator be reviewed such that Conservation Assistants reckoning at least five years' service in the grade and possessing the required relevant degree be made eligible to apply for the post; and to create a grade of Senior Conservation Assistant owing to lack of career prospects. Proposals were also made for the creation of an Oral History/Audio-Visual Unit Cadre and to restyle the grade of Audio-Visual Technician.
- 39.1.6 Management's submissions mainly related to the: grant of travelling benefits to certain grades; grant of an appropriate allowance to the Conservator for performing additional duties related to training and creation of a grade of Archives Attendant. Also regarding the Reprographic Unit, Management canvassed for the creation of a grade of Head, Reprographic Unit; upgrading of the qualifications requirement and

upward review of salary of the grade of Reprographic Operator; and a change in its appellation to Reprographic Officer.

- 39.1.7 We have examined the proposals of all parties concerned and consider that: Management needs to carry out a Human Resource Planning exercise to ensure the right supply of officers to cope with the increasing load of work and to avoid creation of superfluous levels with duplication of duties; restyling of grade and upgrading in qualifications requirement should commensurate with the nature of duties performed and a supervisory level is created based on its functional need. Moreover, general provisions on training have been made in Volume 1 of this Report; and certain requests need to be dealt at the level of Management and the Ministry. In respect of the creation of a cadre of Oral History/Audio-Visual Unit and restyling of the grade of Audio-Visual Technician, same could not be favourably considered for technical reasons.
- 39.1.8 Against this backdrop, we are in this Report, reviewing the mode of appointment of the grade of Conservator; providing for Management to carry out a Human Resource Planning exercise; providing for officers in the grade of Conservation Assistant to be sponsored to follow a Certificate Course in Archival Science and maintaining the provision for health surveillance and protective clothing/equipment to concerned officers.

Conservator

- 39.1.9 At present, appointment to the grade of Conservator is made by selection from among officers in the Archives Officer Cadre who reckon at least five years' service in a substantive capacity in the grade and possess a Degree in the field of Archives or a Degree from a recognised institution and a Certificate in Archival Science (Records Management, Care, Conservation and Reprography). In the absence of qualified serving officers, recruitment is made from among outside candidates possessing a Cambridge Higher School Certificate and a Degree in the field of Archives or a Degree in Chemistry or Biology or Conservation.
- 39.1.10 The Union represented that with a view to providing enhanced career prospects to officers of the NAD who have acquired relevant practical experience at the organisation, the mode of appointment to the grade of Conservator may be opened to officers of the Department possessing the relevant qualifications in a first instance. After duly examining the request and taking into account views of stakeholders, we are revisiting the mode of appointment of the grade.

Recommendation 1

- 39.1.11 We recommend that, henceforth, appointment to the grade of Conservator should be made by selection from among serving officers of the National Archives Department who reckon at least five years' service in a substantive capacity in the respective grade and possess a Degree in the field of Archives or a Degree from a recognised institution and a Certificate in Archival Science (Records Management, Care, Conservation and Reprography). In the absence of**

qualified serving officers, recruitment should be made by selection from among outside candidates possessing a Cambridge Higher School Certificate and a Degree in the field of Archives or a Degree in Chemistry or Biology or Conservation.

Archivist

Records Manager

Principal Archives Officer

39.1.12 The Union has represented that further to an increase in the workload of officers in the grade of Archivist and Records Manager, there is need to increase the establishment size of these two grades to enable a more efficient and effective service delivery in the management of records in Ministries/Departments. We were equally apprised that with the merging of the grades of Archives Officer and Senior Archives Officer, the supervisory duties are carried out by only a Principal Archives Officer.

39.1.13 We have examined the representations and with a view to addressing the concern of the Union about existing HR issues, **we consider that Management should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, to enable the Department to deliver successfully on its mandate and attain its objectives, whilst at the same time cater for the element of supervision of officers in the grade of Archives Officer/Senior Archives Officer.**

Conservation Assistant

39.1.14 At present, the grade of Conservation Assistant is filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including Chemistry or Physics or Biology and showing evidence of having followed a training course in restoration of documents. In the absence of candidates who have followed the required training course, incumbents are required to complete a one-year on-the-job training in the Restoration Unit of the National Archives for appointment in a substantive capacity.

39.1.15 The staff side has, among others, requested to: restyle the grade of Conservation Assistant to Conservation Officer to reflect the enhanced responsibilities being shouldered by the officers; upgrade the qualifications requirement of the grade to Cambridge Higher School Certificate with passes in Chemistry and/or Physics; and create a supervisory level of Senior Conservation Assistant owing to the absence of promotion prospects.

39.1.16 Further to a request made by the staff side, we conducted a site visit to take stock 'de visu' of the nature of duties, being performed by the Conservation Assistants. During the visit, we observed that restoration of archival documents involves a series of processes; the duties performed require a certain degree of precision and the documents have to be handled with care to avoid any damage; basic knowledge in at least a science subject preferably in Chemistry and/or Physics is required to better perform the restoration duties; the load of work with respect to restoration is

voluminous; and the officers are exposed to dust in a confined environment, whilst performing their duties.

39.1.17 Pursuant to the foregoing, we consider that the nature of duties being performed by incumbents, does not require an upgrading of the qualifications requirement of the grade. However, the Bureau considers that it would be appropriate for the Ministry to sponsor Conservation Assistants to follow a Certificate course in Archival Science to enable them to better perform their duties and increase the establishment size of the grade to meet the high load of work.

Recommendation 2

39.1.18 We recommend that the Ministry of Arts and Cultural Heritage should make necessary arrangements to sponsor officers in the grade of Conservation Assistant to follow a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

39.1.19 We further recommend that the Ministry of Arts and Cultural Heritage should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report prior to considering the advisability of increasing the establishment size of the grade of Conservation Assistant, in order to cope with the increasing workload.

Health Surveillance and Protective Clothing/Equipment

Recommendation 3

39.1.20 We recommend that the National Archives Department should:

- (i) continue to make arrangement for Health Surveillance for all its employees free of charge, at intervals as may be advised by the Health Authorities; and**
- (ii) make necessary arrangements for the timely issue of items of protective clothing/equipment to officers concerned.**

NATIONAL ARCHIVES DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 101 104	Rs 91375 x 3125 - 100750 Director, National Archives

Salary Code	Salary Scale and Grade
05 072 096	<p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Deputy Director, National Archives</p>
05 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Conservator</p>
05 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Archivist Record Manager</p>
05 063 082	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Chief Archives Officer</p>
05 055 076	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Principal Archives Officer</p>
05 046 070	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Senior Archives Officer (Personal to officers in post as at 31.12.12)</p>
05 030 069	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Archives Officer/Senior Archives Officer</p>
05 030 067	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Conservation Assistant</p>

Salary Code	Salary Scale and Grade
10 032 069	<p>Rs 17305 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Audio Visual Technician (Operations)</p>
26 026 068	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650</p> <p>Reprographic Operator (Archives)</p>
16 028 070	<p>Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 QB 30700 x 825 - 35650 x 900 - 37450</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
24 025 058	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Driver</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>

