

2. OFFICE OF THE VICE-PRESIDENT

- 2.1 Established under the Constitution of Mauritius, the Office of the Vice-President is responsible, among others, for: the provision of round-the-clock support to the Vice-President of the Republic; communication of the Vice-President; planning and making arrangements for the receptions of visitors, including dignitaries and other VIPs; ensuring security of the Vice-President; and managing its personnel.
- 2.2 At present, an Office Management Executive has been assigned the duties of Officer-in-Charge. In this capacity, incumbent is responsible for the day-to-day running of the office. He is assisted in his functions by employees of the General Services grades and those of the Workmen's group as well as household staff.
- 2.3 A request has been made for the grant of an *ad hoc* allowance to the Office Management Executive. A perusal of the Job Description Questionnaire duly filled-in by the latter in the context of this Report revealed that the duties being performed by him as Officer-in-Charge, are in line with those prescribed in the scheme of service of the grade.
- 2.4 The Bureau is maintaining the present structure which is considered as appropriate.

OFFICE OF THE VICE-PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 065 082	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Personal Secretary
24 033 061	Rs 17565 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 Butler
24 025 058	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 Driver
24 027 057	Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 26725 Cook (Roster)

Salary Code	Salary Scale and Grade
24 023 053	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 Household Attendant (Roster)
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant
24 001 045	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 General Worker

