

41. MAURITIUS FILM DEVELOPMENT CORPORATION

- 41.1 Operating under the *aegis* of the Ministry of Arts and Cultural Heritage, the Mauritius Film Development Corporation (MFDC) is a parastatal body, set up under the MFDC Act No. 31 of 1986.
- 41.2 The MFDC envisions to be a dynamic image industry. Its objects, *inter-alia*, are to: import, export and produce films; establish relationship with foreign and international persons or bodies for the promotion of film activities; hold film show festivals to cater for the cultural and linguistic needs of the people of Mauritius; and give such assistance, financial or otherwise, as the Board may determine to persons or bodies engaged in the productions or exhibition of films. The Corporation is also responsible to give authorisation for shooting in Mauritius.
- 41.3 A General Manager is at the apex of the Corporation and its core functions are carried out by three departments, which are, Finance, Administration and Human Resource; Project and Programme; and Technical.
- 41.4 Both Management and Union have focused their representations on the creation of grades in the technical and non-technical cadres; abolition and change in appellation of certain grades to better reflect the current duties; duty exemption and loan to purchase a car; as well as upgrading of salary, qualifications and benefits for some grades. During consultations, stakeholders were apprised of the philosophy of creation of grades and explanations were provided on the relevant proposals. Furthermore, as provision was made for a grade of Technician (Camera) in the 2016 PRB Report, we could not create the grade of Cameraman. However, to enable the Corporation to deliver its services efficiently and effectively, we are making appropriate recommendations.

Senior Project and Programme Officer

Project and Programme Officer

- 41.5 In view of the growing demands of the Film Industry, it has been submitted that the duties devolving upon incumbents in the grades of Project and Programme Officer and Senior Project and Programme Officer have evolved considerably. On the basis of particulars provided in the Job Description Questionnaires and after a re-assessment of the grades, the Bureau views that the duties of each grade have changed both in complexity and responsibility. We are, thus, making the appropriate recommendations.

Recommendation 1

- 41.6 **We recommend that, henceforth, appointment to the grade of Project and Programme Officer should be made by selection from among candidates possessing a Degree in Film Studies or Project Management or Marketing or Management or Communication from a recognised institution or an equivalent qualification acceptable to the Board, and reckoning at least three years' experience in the Film/Audio-Visual Industry.**

- 41.7 We further recommend that the Project and Programme Officer, currently in post, should proceed beyond the Qualification Bar (QB) in the salary scale only on obtention of the above mentioned qualification.**
- 41.8 Incumbent would be required, *inter alia*, to be responsible for the proper execution of cultural test prior to the issuance of film shooting permit; organisation of cinema mobile and other similar activities for youngsters; submission of yearly reports about foreign direct investment of film activities in Mauritius; carrying out needs assessment and be responsible for the organisation of workshops, seminars and culture club; coordinating, monitoring, evaluating and writing reports on projects undertaken by the department; assisting the Senior Project and Programme Officer in the development and implementation of sustainable projects and in conceptualising, designing and formulating innovative projects related to cinematography as well as in other functions; attending to queries and information from potential film producers and directors; and helping in the recce (locations hunting) exercise for potential film producers and directors.

Recommendation 2

- 41.9 We also recommend that appointment to the grade of Senior Project and Programme Officer should, henceforth, be filled by promotion, on the basis of experience and merit, of officers in the grade of Project and Programme Officer on the establishment of the MFDC possessing a Degree in Film Studies or Project Management or Marketing or Communication or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in the Film/Audio-Visual Industry. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the required qualifications and reckoning at least eight years' experience in the Film/Audio-Visual Industry.**
- 41.10 Incumbent would be required, among others, to manage, control and oversee the day-to-day activities of the department; liaise with Government organisations, Ministries and other bodies (local/international) for programme facilitation, support and consolidation; arrange visits/meetings with film producers and investor and actively participate in investment opportunities for film facilities in Mauritius; act as Secretary to the Board and arrange the Board meetings and other Committees (Finance, Project and Programme and HR) in consultation with the Chairman of the Board and to prepare Minutes of proceedings; be responsible for the elaboration of short, medium and long-term strategic plans in line with Government Policy and emerging realities of the industry; evaluate the effectiveness of projects and activities of the department and make necessary recommendations for improvement; issue timely film shooting permit; carry out surprise checks at shooting location; attend to any urgency that may arise at film shooting locations and promote Mauritius as a film shooting destination both locally and abroad; participate in film viewing; and ensure the preparation of reports, statistics, yearly budgets and activities of the section.

- 41.11 These elements have been taken into consideration in arriving at the salary recommended for the grades of Project and Programme Officer and Senior Project and Programme Officer, respectively.**

Accounting Technician (New Grade)

- 41.12 Management has submitted that the grade of Secretary/Accountant is no longer serving its purpose and has made request for the creation of the grade of Accounting Technician against abolition of the grade of Secretary/Accountant. After examining the request, we are recommending accordingly.

Recommendation 3

- 41.13 We recommend the creation of a grade of Accounting Technician against abolition of the grade of Secretary/Accountant. Appointment thereto should be made by selection from among candidates possessing passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any four papers of ACCA Fundamentals (Skills) or possessing an equivalent qualification acceptable to the Board and reckoning at least four years' post qualification experience in accounting duties.**
- 41.14 We further recommend that incumbents should proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.**
- 41.15 Incumbent would be required, *inter alia*, to input and verify records; process payroll and make arrangement for payments of salaries and deductions; write cheques, seek signatures and ensure dispatch; collect and examine revenue and make remittances to Bank; verify transactions through e-banking; compute interest payable on line of credit or loan and arrange for payment thereof; prepare cash flows, bank reconciliation, monthly Management Accounts and Returns to Government Agencies; and arrange for insurance cover and declaration of stocks.

Visual Graphic Artist (New Grade)

- 41.16 In view of the expansion of the activities of the MFDC, Management has requested for the creation of the grade of Graphic Designer on its establishment in order to ensure the production of high quality audio visual works. Taking into consideration the functional requirements of the organisation, the Bureau considers that a grade of Visual Graphic Artist would be more appropriate.

Recommendation 4

- 41.17 We recommend the creation of a grade of Visual Graphic Artist. Appointment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education Advanced Level or an equivalent qualification acceptable to the Corporation; and reckoning at least three years' experience in Graphic Design and Film/Audio Visual Production. Candidates should also be conversant with graphic and multimedia tools (Adobe Photoshop, Illustrator, Flash, Dreamweaver, Macintosh and Windows).**

- 41.18 Incumbent would be required, among others, to meet and advise clients to determine the project's scope; design invitation cards, posters and other materials for printing; manage and upgrade website and social media platform; identify and determine a product's goal with a view to communicating a message through animations, graphics and logos; review designs for errors and amend/incorporate changes as per client and Head of department's feedback; and ensure that final projects are visually appealing.

Management Support Officer (New Grade)

- 41.19 Request has been made for the creation of a grade of Management Support Officer to reinforce the General Services Cadre. In a bid to harmonise the General Services structure with what obtains in the Parastatal Bodies, we are making an appropriate recommendation.

Recommendation 5

- 41.20 We recommend the creation of a grade of Management Support Officer. Appointment thereto and the duties should be in line with provisions made in the Introductory Chapter of this Volume.**

Stores Attendant (New Grade)

- 41.21 Management has requested that its Procurement and Supply Section, which is presently manned by a Procurement and Supply Officer only, be reinforced with the creation of a support grade of Stores Attendant. We are making provision to this effect.

Recommendation 6

- 41.22 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or Primary School Achievement Certificate and having a good knowledge of stores duties and are familiar with common items of stores.**
- 41.23 Incumbent in the grade of Stores Attendant would be responsible for opening and closing of store apertures and offices; cleaning the store premises; collecting, loading, unloading and conveying stores items; opening packages, crates and cases; handling all stores items; removing all packing materials and empty crates; packing stores items; washing, cleaning and stowing empties; collecting and despatching stores correspondence; placing and arranging items of store on shelves and maintaining them clean and in order; and assisting the officer in charge of Procurement and Supply in works relating to surveys and inventories.

41. MAURITIUS FILM DEVELOPMENT CORPORATION **SALARY SCHEDULE**

MFDC 1	:	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225
		Handy Worker (Lay Services)
MFDC 2	:	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025
		Stores Attendant (New Grade)
MFDC 3	:	Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425
		Surveillant (on shift) <i>formerly Security Guard (on shift)</i>
MFDC 4	:	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/Handy Worker
MFDC 5	:	Rs 16525 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 – 30700
		Technician/Driver
MFDC 6	:	Rs 16525 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 – 34000
		Word Processing Operator Word Processing Operator/Receptionist
MFDC 7	:	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
		Clerical Officer/Higher Clerical Officer Technician (Camera)
MFDC 8	:	Rs 16525 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
		Technical Assistant
MFDC 9	:	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 – 37450
		Visual Graphic Artist (New Grade)

41. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

MFDC 10 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Management Support Officer (New Grade)

MFDC 11 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Accounts Clerk

MFDC 12 : Rs 18100 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 – 37450 x 950 – 39350

Technician (Light and Sound)

MFDC 13 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Confidential Secretary

MFDC 14 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

Accounts Officer
Procurement and Supply Officer

MFDC 15 : Rs 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Audiovisual Officer
ICT Technician
formerly IT Support Officer

MFDC 16 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900

Accounting Technician (New Grade)

MFDC 17 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 QB 50900 x 1650 – 54200 x 1700 – 62700

Project and Programme Officer

MFDC 18 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Technical Executive

41. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

**MFDC 19 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200
x 1700 – 64400 x 1800 – 69800**

Senior Project and Programme Officer

MFDC 20 : Rs 94500

General Manager



