- 72.1 Set up as a body corporate under the Outer Islands Development Corporation (OIDC) Act No. 41 of 1982, the OIDC operates under the *aegis* of the Prime Minister's Office, Ministry of Defence, Home Affairs and External Communications and Ministry for Rodrigues, Outer Islands and Territorial Integrity. It envisions to be an organisation recognised for its excellence in the field of the Outer Islands Development.
- The OIDC is responsible for the management and development of the islands forming part of the State of Mauritius other than Mauritius and Rodrigues. Its objectives are, *inter alia*, to promote social, environmental and human development; contribute to the upgrading of the living condition of the inhabitants of Agalega; ensure that law and order is maintained in the outer islands; and promote and contribute towards sustainable development by the use of renewable energy and of such activities that will lead to a more economic exploitation of the outer islands.

Outer Islands

Agalega

72.3 Situated at 1000 km North of Mauritius, Agalega comprises two islands, which are, the North and the South spanning over a total area of 2600 hectares and covered with coconut plantations. The Head of Administration in Agalega is the Resident Manager, who also ensures the maintenance of order and discipline as well as welfare of the inhabitants.

North Island

- The North Island encompasses two villages, namely Village 25 and Village La Fourche. The main activities of the island such as the Administration, Police, Schools, Health Centre, Shops, Mauritius Telecom, Oil Mill, Meteorological Services and airstrip are centred in Village 25.
- 72.5 The Port Saint James (jetty), the National Coast Guard Post and the radar system for the surveillance of the marine zone are found in Village La Fourche.

South Island

72.6 There is only one village in the South Island, which is, Saint Rita Village. The island has agriculture, coconut plantation and livestock project as its main activities.

St Brandon Islands

72.7 St Brandon Group of Islands constitutes 28 islets lying about 400 km to the North East of Mauritius and covers a total area of 500 acres. The Archipelago supports several fishery stocks and a variety of marine, fauna and flora. There are no

permanent residents on the islands except some fishermen working on a temporary basis.

- 72.8 A General Manager is the Chief Executive of the Corporation and is responsible for the execution of the policy of the Board and the day-to-day management of the Corporation.
- The actual combined workforce strength of the OIDC is about 200 employees who are governed by the Pay Research Bureau (PRB). Prior to the 2013 PRB Report, only a few grades of the OIDC were covered by the PRB while the rest were covered by a Collective Agreement signed between Management and representatives of the employees effective from 01 July 2008.
- 72.10 Management and Union of the OIDC have both made their representations for this review exercise, requesting for the creation and restyling of some grades, flexitime, mileage refund, duty free exemption, life/health insurance cover, review of scheme of service, various allowances, and salary extension. Only those proposals deemed meritorious have been retained by the Bureau. We are, thus, recommending accordingly.

Assistant Coordinator, Social Work (New Grade)

Presently, incumbent in the grade of Social Worker on the establishment of the OIDC works in Mauritius only as prescribed by the scheme of service for the grade. To ensure the implementation and follow up of work in Agalega, Management has requested for the creation of a grade of Assistant Coordinator, Social Work against the abolition of the grade of Social Worker whereby incumbent would assist the Coordinator, Social Work and would be posted on a tour of service to Agalega. We are agreeable to the proposal.

Recommendation 1

- 72.12 We recommend the creation of a grade of Assistant Coordinator, Social Work against abolition of the grade of Social Worker. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Board.
- 72.13 We further recommend that officer(s) in the grade of Social Worker in post as at the eve of the publication of this Report should be absorbed in the new grade of Assistant Coordinator, Social Work.
- 72.14 Incumbent would be required, *inter alia*, to assist in the organisation of informative, training and recreational activities for inhabitants of the outer islands; help in the organisation of seminars, conferences, competitions and exhibitions; work in close collaboration with governmental and non-governmental organisations for the creation of common activities for empowerment of the inhabitants; assist in the investigation and monitoring of hardship cases and make arrangement for referral

services; keep record of all cases; and assist in the organisation of awareness campaigns and information, and education as well as communication programmes. The Assistant Coordinator, Social Work would also be required to serve in Agalega.

72.15 With the creation of the grade of Assistant Coordinator, Social Work, there is need to bring consequential amendments to the mode of appointment of the grade of Coordinator, Social Work. We are making the appropriate provision.

Recommendation 2

72.16 We recommend that, henceforth, appointment to the grade of Coordinator, Social Work should be made by selection from among serving officers in the grade of Assistant Coordinator, Social Work of the Corporation, holding a Degree in Psychology or Sociology or Social Work from a recognised institution and reckoning at least four years' experience in the field of social work. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the aforementioned qualifications and experience.

Transport Arrangement

72.17 It is a fact that relationship is not cemented until a face-to-face meeting is held, especially when it pertains to children and young adult. Hence, to build trust between the Assistant Coordinator, Social Work and the students from Agalega, the Bureau is of the view that frequent visits are more appropriate as compared to telephone calls.

Recommendation 3

72.18 We recommend that Management considers the advisability of making the necessary transport arrangements for the Assistant Coordinator, Social Work to effect visits and carry out his duties effectively and efficiently.

Management Support Officer (New Grade)

72.19 Request has been made for the creation of a grade of Management Support Officer against abolition of the grade of Office Coordinator, which has remained vacant due to non-availability of suitable candidates. In line with our policy to harmonise the general services structure with what obtains in the PSBs, we subscribe to the request.

Recommendation 4

72.20 We recommend the creation of a grade of Management Support Officer against abolition of the grade of Office Coordinator. Appointment thereto and the duties to be performed should be in line with provisions made in the Introductory Chapter of this Volume.

Workshop Supervisor (New Grade)

72.21 For the overall Management of its Workshop in Agalega, Management has requested for the creation of the grade of Workshop Supervisor, who would also supervise workers under his responsibility and would be tasked to submit a monthly progress report of the Section. We are agreeable to the request and are recommending accordingly.

Recommendation 5

- 72.22 We recommend the creation of a grade of Workshop Supervisor. Appointment thereto should be made by selection from among employees in the grade of Foreman who are working or have worked in the Mechanical Workshop and who reckon at least three years' service in a substantive capacity in the grade.
- The Workshop Supervisor would be responsible for the overall management of the workshop and would be required, *inter alia*, to: ensure that quality and output of work are of required standard; supervise and provide guidance to workers under his responsibility; ensure an appropriate record system for repairs effected, progress of works, spare parts and materials used; prepare estimates of costs; and control indenting materials and be responsible for the safe keeping of all store forms and materials delivered.

Bakery Operator (Agalega) (New Grade)

There are two industrial bakeries in Agalega which are presently operated by Handy Workers who have been trained in bread making. The Bureau has been apprised that, as the duties of bread making are not included in their scheme of service, Handy Workers are refusing to perform same. In that regard, Management has submitted that there is need for a dedicated grade of Bakery Operator (Agalega) for the bakeries in Agalega. We are agreeable to the proposal.

Recommendation 6

- 72.25 We recommend the creation of a grade of Bakery Operator (Agalega). Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment in the grade of General Worker or Handy Worker having at least three years' experience in the field of bakery.
- 72.26 Incumbent would be responsible to the Resident Manager and would be required to, among others, perform weekly requisition of flour and ingredients from the main store; clean the bakery, oven, mixer, mould and other equipment; prepare and cut dough; place dough in mould and oven; transfer bread to Agalega Administration; sell bread to public; and perform daily cash deposit to the Accounts Section.

Crane Operator (Agalega) (New Grade) Operative (Agalega) (New Grade)

Management has submitted that the projects of the jetty and airport have already started in Agalega and with their coming into operation the frequency of embarkation and disembarkation exercise would increase. This would, consequently, lead to an increase in volume of cargo to be loaded and unloaded and as such, the grades of Crane Operator, Handler, Helper and Stevedore would importantly be needed. We are agreeable to the proposal pertaining to the creation of the grade of Crane Operator (Agalega). However, to ensure the availability of staff for multiple functions, the Bureau is of the view that a polyvalent grade of Operative would be more appropriate to carry out the duties of Handler, Helper and Stevedore. We are recommending accordingly.

Recommendation 7

- 72.28 We recommend the creation of a grade of Crane Operator (Agalega). Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education and the current National Commission for the Certification of Crane Operators (NCCCO) or equivalent Crane Operator Certification and a valid driving license for heavy vehicles with at least three years' experience as Mobile Crane Operator; and having good eyesight.
- Incumbent would be required, *inter alia*, to: operate a variety of material-moving equipment daily as per the instructions of the Supervisor; inspect machines and equipment daily and perform routine procedures and minor repairs, control cranes, lifts and other equipment using standard operating procedures; create and update the logbook of material transportation operations; maintain visual and radio contact with ground operators; and operate various types of cranes such as All Terrain, Rough Terrain, Crawlers, Industrial Hydraulic Trucks, Conventional Trucks, and Boom Trucks.

Recommendation 8

- 72.30 We further recommend the creation of a grade of Operative (Agalega). Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education and having read up to Grade 9 as well as proven experience in material handling.
- 72.31 Incumbent would be required, among others, to: check incoming deliveries to make sure all ordered materials meet quality standards; load and unload packages/cargo; organise stocks in the most efficient way using forklifts, pallets and cranes, straddle carriers; receive and check incoming pick tickets; wrap orders and place them on trucks for delivery; monitor inventory levels and suggest new orders; document orders, materials and any stock movements; assist the Heavy Vehicle/Mechanical Driver/Crane Operator in his duties; and carry and transfer goods in the workshop and shop.

Project Coordinator formerly Development Officer

In order to meet the objectives of the OIDC, Management has requested that the grade of Development Officer be restyled to better reflect the core duties performed by incumbent which relate mainly to maintaining and monitoring of projects. We are, thus, reviewing the duties and appellation of the grade.

Recommendation 9

72.33 We recommend that the grade of Development Officer be restyled Project Coordinator.

Incumbent would, in addition to the existing duties, be required to maintain and monitor project plans, project schedules, work hours, budgets and expenditures; ensure project deadlines are met; determine project changes; develop project strategies; ensure that projects adhere to frameworks and all documentation for each project is maintained; assess project risks and issues and provide solutions where applicable; and create a project management calendar for fulfilling each goal and objective. The Project Coordinator would also be required to serve in Agalega and Outer Islands, as and when required.

Safety and Health Officer/Senior Safety and Health Officer formerly Safety and Health Officer/Welfare Officer

72.35 In the context of this review exercise, the Bureau has been apprised that the duties of the Safety and Health Officer/Welfare Officer are mainly those which relate to safety and health and incumbent is no longer performing duties with regards to welfare as same are being carried out by officers in the grades of Coordinator, Social Work and Social Worker (Personal). We have verified the Job Description Questionnaire and are making the necessary provision.

Recommendation 10

72.36 We recommend that the grade of Safety and Health Officer/Welfare Officer be restyled Safety and Health Officer/Senior Safety and Health Officer.

Movement for Human Resource Officer/Senior Human Resource Officer

72.37 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond top salary subject to meeting certain criteria. Recommendation thereto related has been made in the Introductory Chapter of this Volume.

Resident Manager

As reported earlier, the Resident Manager is responsible for the administration and development of the two islands of Agalega. Incumbent in the grade has no fixed hours of work and is required to be available on a 24-hours basis in the performance of his duties. In view of the topography of the island, provision was made, in our

successive Reports, to provide the Resident Manager with an appropriate means of commutation. We are once again emphasising on this provision.

Recommendation 11

72.39 We recommend that the appropriate means of commutation for both official and private purposes should continue to be provided to the Resident Manager.

Inducement Allowance

72.40 Mauritian officers posted to Agalega Islands on a contract basis are currently paid an inducement allowance equivalent to 60% of their monthly salary. The Bureau endorses the current provision.

Recommendation 12

- 72.41 We recommend that an inducement allowance equivalent to 60% of the monthly salary should continue to be granted to officers on contract employment posted to Agalega Islands.
- 72.42 We additionally recommend that the monthly inducement allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

Disturbance Allowance

Officers residing in Mauritius are also required to serve in Agalega and St. Brandon on a tour of service ranging from four to six months. These officers are currently being paid a monthly disturbance allowance of 60% of their gross salary. The Bureau supports the grant of the disturbance allowance.

Recommendation 13

- 72.44 We recommend that, while being on a tour of service in Agalega and St Brandon, officers should continue to be paid a monthly disturbance allowance equivalent to 60% of gross salary (basic salary plus salary compensation at approved rates).
- 72.45 We further recommend that the monthly disturbance allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

Abolition of Grade

Management has submitted that the grade of Fisheries Officer is currently vacant and would no longer be required as Fisheries Protection Officers from the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping are now posted to Agalega. **The grade is, therefore, being abolished.**

72. OUTER ISLANDS DEVELOPMENT CORPORATION SALARY SCHEDULE

OIC 1 : 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

OIC 2 : Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300

- 19525 x 325 - 21475 x 375 - 22225

Caretaker

Childcare Assistant Facilitator Pre-Primary

Handy Worker Office Assistant

OIC 3 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325

- 21475 x 375 - 22225 x 400 - 22625

Bakery Operator (New Grade)

Shop Assistant

Tradesman's Assistant

OIC 4 : 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

Office Attendant

OIC 5 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375

- 22225 x 400 - 23425 x 525 - 23950

Operative (Agalega) (New Grade)

OIC 6 : 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 - 26725

Boatman

OIC 7 : 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

Driver/Office Attendant

Shopkeeper

OIC 8 : 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

Field Supervisor

OIC 9 : 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 - 28225

Tradesman

OIC 10 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525

- 26050 x 675 - 27400 x 825 - 28225

Head Office Attendant

OIC 11 : Rs 15225 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

Telephone Operator/Receptionist

OIC 12 : 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 - 29875

Crane Operator (Agalega) (New Grade)

OIC 13 : 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

Support Officer

OIC 14 : 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 - 30700

Driver (Heavy Mechanical Unit)

OIC 15 : 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 x 825 - 31525

Clerk Assistant

OIC 16 : 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 - 33175

Assistant Stores Officer (Personal)

Store/Indent Officer

OIC 17 : 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

Purchasing and Marketing Assistant

OIC 18 : 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

Clerk (Personal)

Clerk/Word Processing Operator

OIC 19 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675

- 27400 x 825 - 34825

Foreman

OIC 20 : 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 - 35650

Data Records Officer

OIC 21 : 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

Maintenance Technician

OIC 22 : 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

Works Officer

OIC 23 : 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)

OIC 24 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525

- 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Public Relations Officer

OIC 25 : 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

Assistant Accounts Officer

Assistant Agricultural Development Officer

Assistant Procurement and Supply Officer

OIC 26 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Workshop Supervisor (New Grade)

OIC 27 : 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 x 950 - 40300

Assistant Coordinator, Social Work (New Grade)

Social Worker (Personal)

OIC 28 : 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

OIC 29 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900

- 37450 x 950 - 42200 x 1300 - 43500

Senior Maintenance Technician

OIC 30 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950

- 42200 x 1300 - 43500

Procurement and Supply Officer

OIC 31 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825

- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100

Human Resource Officer/Senior Human Resource Officer

OIC 32 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825

- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675

Administrative Assistant

OIC 33 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950

- 42200 x 1300 - 46100 x 1575 - 47675

Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer

OIC 34 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950

- 42200 x 1300 - 46100 x 1575 - 49250

Accounts Officer/Senior Accounts Officer

OIC 35 : Rs 21850 x 375 - 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 x

1650 - 50900

Safety and Health Officer/Senior Safety and Health Officer formerly Safety and Health Officer/Welfare Officer

OIC 36 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950

- 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900

Assistant Resident Manager

OIC 37 : Rs 21850 x 375 - 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 x

1650 - 54200

Agricultural Development Officer

OIC 38 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x

1575 – 49250 x 1650 – 54200 x 1700 – 62700

Administrative Officer Coordinator, Social Work Project Coordinator

formerly Development Officer

OIC 39 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x

1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Accountant/Senior Accountant Administrative Manager (Personal) Internal Auditor/Senior Internal Auditor

OIC 40 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x

1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Engineer/Senior Engineer

OIC 41 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x

1700 - 64400 x 1800 - 69800

Resident Manager

OIC 42 : Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

x 3000 - 88250 x 3125 - 94500

Deputy General Manager

OIC 43 : Rs 110125

General Manager

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