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## **PART A: OVERVIEW OF MINISTRY**

### **I. STRATEGIC NOTE**

#### **1. Major Achievements for 2010**

- 620 inspections covering 63,616 workers in various sectors have been carried out, as a result of which:
  - 42 contraventions have been established
  - Rs 1,030,308 have been recovered in favour of workers
  - 1 case of child labour detected and
  - there has not been any major stoppage of work
- 28 remuneration orders (Amendment) Regulations were made to include the Additional Remuneration 2010.
- The Sugar Industry (Agricultural and Non Agricultural Workers) (Amendment) regulations was made to review the condition of work in this sector.
- To create a better understanding between workers and employers and promote harmonious industrial relations, a total of 3,375 workers have been sensitised on their rights and responsibilities.
- Out of 6,835 complaints registered at Labour Offices, 5,290 cases have been disposed of, recovering Rs 31,313,960 in favour of workers.
- 566 court cases including criminal cases have been disposed of and a total sum of Rs 24,118,380 have been recovered in favour of workers.
- 143 representations were received at the Conciliation & Mediation Section, out of which 63 were settled to the satisfaction of parties.
- 1,885 inspections were carried out at workplaces by the Occupational Safety and Health Inspectors to ensure compliance with safety and health norms at workplaces and ensure the safety of workers.
- 1,794 inspections have been carried out by the Office of the Registrar of Associations to ensure compliance with legislation.
- 1,246 registered jobseekers and redundant workers were placed in new jobs.

#### **2. Major Services to be provided for 2011-2013**

##### Programme 541: Policy and Management for Labour and Employment

- PBB delivery of Government Programmes.
- Response to enquiries and requests for action.
- Achieving economy, efficiency and effectiveness in the employment of public funds.
- A National Tripartite Forum will be set up to further promote social dialogues.

##### Programme 542: Labour and Employment Relations Management

- Enforcement of minimum terms and conditions of employment.
- Settlement of complaints made at Labour offices.
- Sensitisation of workers on their rights and obligations.
- Enforcement of the Occupational Safety and Health legislations.
- Investigate notifiable occupational accidents and dangerous occurrences.
- Sensitization of workers, employers and other stakeholders on Occupational Safety and Health norms.

##### Programme 543: Registration of Associations, Trade Unions and Superannuation Funds

- Registration of associations, trade unions and superannuation funds.
- Supervision of associations and trade unions to ensure compliance with relevant legislation.

Programme 544: Employment Facilitation

- Effective placement of registered jobseekers and redundant workers locally.
- Delivery of work permits to foreign workers.
- Granting of licenses to private local recruitment agencies to place Mauritians locally and/or abroad.

**3. Main Constraints and Challenges and how they are being addressed**

- Dependence on other institutions for the completion of actions undertaken (prosecutions, collection and compilation of statistical data etc) results in delays in processing of work permits as well as settlement of complaints with respect to industrial relations issues.
  - A concerted effort is being made, both at the level of the Ministry and the concerned departments/ organizations to streamline procedures to increase responsiveness and processing.

**II. LIST OF PROGRAMMES, SUB-PROGRAMMES AND PRIORITY OBJECTIVES**

Programme 541: Policy and Management for Labour and Employment

- Effective implementation of labour market and employment policies and strategies
- Effective leadership, direction and support to all units of the Ministry (or Department) to deliver set objectives

Programme 542: Labour and Employment Relations Management

Sub-Programme 54201: Employment Relations

- Ensure compliance with labour legislation so that decent work conditions exist in line with international standards.
- Improve efficiency in use of resources for settlement of complaints.
- Improve sensitisation of workers and jobseekers on their rights and obligations.

Sub-Programme 54202: Occupational Safety and Health

- Administration of occupational safety and health inspectorate.
- Ensure that notifiable accidents and dangerous occurrences are investigated and employers prosecuted where justified.
- Improve occupational safety and health culture through awareness raising.

Programme 543: Registration of Associations, Trade Unions and Superannuation Funds

- Confer a legal identity to associations, trade unions and superannuation funds and generally enforce provisions of the relevant legislations

Programme 544 Employment Facilitation

- Maximise placement opportunities for registered unemployed.
- Facilitate the employment of foreign manpower in specific sectors.
- Effective regulation of private recruitment agencies.

**III. SUMMARY OF FINANCIAL RESOURCES BY PROGRAMMES AND SUB-PROGRAMMES**

Code	Programmes and Sub-Programmes	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
<b>541</b>	<b>Policy and Management for Labour and Employment</b>	<b>19,593,000</b>	<b>21,608,000</b>	<b>21,811,000</b>	<b>22,031,000</b>
<b>542</b>	<b>Labour and Employment Relations Management</b>	<b>130,839,000</b>	<b>129,493,000</b>	<b>133,390,000</b>	<b>138,473,000</b>
54201	Employment Relations	97,245,000	94,353,000	97,796,000	101,808,000
54202	Occupational Safety and Health	33,594,000	35,140,000	35,594,000	36,665,000
<b>543</b>	<b>Registration of Associations, Trade Unions and Superannuation Funds</b>	<b>18,368,000</b>	<b>18,343,000</b>	<b>18,223,000</b>	<b>18,480,000</b>
<b>544</b>	<b>Employment Facilitation</b>	<b>63,163,000</b>	<b>66,476,000</b>	<b>61,275,000</b>	<b>62,431,000</b>
	<b>Total</b>	<b>231,963,000</b>	<b>235,920,000</b>	<b>234,699,000</b>	<b>241,415,000</b>

**IV. SUMMARY OF STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES**

Code	Programmes	Total		% Distribution	
		In Post 2010	Funded 2011	2010	2011
<b>541</b>	<b>Policy and Management for Labour and Employment</b>	<b>24</b>	<b>27</b>	<b>5%</b>	<b>5%</b>
<b>542</b>	<b>Labour and Employment Relations Management</b>	<b>260</b>	<b>268</b>	<b>52%</b>	<b>52%</b>
54201	Employment Relations	175	180	35%	35%
54202	Occupational Safety and Health	85	88	17%	17%
<b>543</b>	<b>Registration of Associations, Trade Unions and Superannuation Funds</b>	<b>51</b>	<b>51</b>	<b>10%</b>	<b>10%</b>
<b>544</b>	<b>Employment Facilitation</b>	<b>165</b>	<b>165</b>	<b>33%</b>	<b>32%</b>
	<b>Total</b>	<b>500</b>	<b>511</b>	<b>100%</b>	<b>100%</b>

**PART B: SERVICES TO BE PROVIDED AND PERFORMANCE INFORMATION**

DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2010 Baseline	2011 Targets	2012 Targets	2013 Targets
<b>PROGRAMME 541: Policy and Management for Labour and Employment</b> <b>Outcome:</b> Promote decent work, support employers and workers in creating a safe, conflict-free and productive workplace and facilitate access to gainful employment						
Office of the Minister, Office of the Supervising Officer and Administration	O1: Policy and Management Services	P1: Preparation and/or update of PBB Strategic Plan.	-	June	June	June
		P2: % of PBB indicators that are met	85%	90%	90%	90%
		P3: Projects and/or Programmes completed within time and budget.	-	75%	80%	85%
		P4: Date limit set or 5 working day rule met, whichever is the earliest, for following percent of requests as verified by Registry records or an alternative system.	90%	90%	95%	95%
<b>PROGRAMME 542: Labour and Employment Relations Management</b> <b>Outcome:</b> An equitable, sound, conflict-free and safe work environment in line with international norms <b>SUB-PROGRAMME 54201: Employment Relations</b>						
Labour and Industrial Relations Division	O1: Enforcement of minimum terms and conditions of employment	P1: Number of inspections of workplaces	500	1,000	1,300	1,500
		P2: Average time (weeks) taken to lodge non-compliant cases in court	2	2	2	2
	O2: Settlement of complaints made at Labour offices	P1: Rate of settlement of complaints at the level of Labour offices	33%	35%	37%	40%
		P2: Average time (months) taken to settle complaints at Ministry's level	2	2	2	2
	O3: Sensitisation of workers and other stakeholders on their rights and obligations	P1: Number of persons covered in workers education sessions	2,000	2,200	2,300	2,400

**Ministry of Labour, Industrial Relations and Employment - continued**

DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2010 Baseline	2011 Targets	2012 Targets	2013 Targets
<b>SUB-PROGRAMME 54202: Occupational Safety and Health</b>						
Occupational Safety and Health Inspectorate	O1: Enforcement of legislation pertaining to Safety and Health	P1: Number of inspections carried out at workplaces	1500	2500	2500	2500
		P2: Average time(weeks) taken to lodge non compliant cases (Criminal) in Court	7	6	5	5
	O2: Formalising the informal sector	P1: Number of new Job Contractor's permits issued	500	500	550	600
	O3: Investigate notifiable occupational accidents and dangerous occurrences	P1: Average time(Months) taken to complete an investigation into an accident/dangerous occurrences	5	5	4	4
	O4: Sensitization of workers and other stakeholders on occupational safety and health norms	P1: Number of persons sensitized on safety and health norms	2,500	2,600	2,700	2,800
<b>PROGRAMME 543: Registration of Associations, Trade Unions and Superannuation Funds</b>						
<b>Outcome:</b> Proper operation of registered Associations, Trade Unions, and Employees Superannuation Funds						
Registry of Associations	O1: Registration of associations, trade unions and superannuation funds	P1: Average time taken to process an application for registration (weeks)	10	8	6	5
	O2: Supervision of associations and trade unions to ensure compliance with relevant legislation	P1: Number of inspections carried out	1,800	2,000	2,200	2,400

**Ministry of Labour, Industrial Relations and Employment - continued**

DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2010 Baseline	2011 Targets	2012 Targets	2013 Targets
<b>PROGRAMME 544: Employment Facilitation</b>						
<b>Outcome:</b> Matching demand with supply on the employment market						
Employment Division	O1: Placement of jobseekers, including laid-off workers seeking employment	P1: Number of jobseekers / unemployed placed	1,000	1,200	1,200	1,250
		P2: % placement of laid-off workers seeking employment	30%	30%	32%	35%
	O2: Granting of work permits to foreign workers	P1: Percentage of work permits finalised within 2 weeks	50%	55%	60%	70%
	O3: Granting of recruitment licences to private local agencies	P1: Time (weeks) taken for processing and issue of licences subject to all clearances being obtained.	5	4	3	3

**PART C: INPUTS - FINANCIAL RESOURCES**
**1. SUMMARY BY ECONOMIC CATEGORIES**

Code	Economic Categories	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
21	Compensation of Employees	153,721,000	157,249,000	159,925,000	162,607,000
22	Goods and Services	56,242,000	58,746,000	59,349,000	60,258,000
24	Interest	-	-	-	-
25	Subsidies	-	-	-	-
26	Grants	8,900,000	8,900,000	8,925,000	8,950,000
27	Social Benefits	-	-	-	-
28	Other Expense	-	-	-	-
31	Acquisition of Non-Financial Assets	13,100,000	11,025,000	6,500,000	9,600,000
32	Acquisition of Financial Assets	-	-	-	-
	<b>Total</b>	<b>231,963,000</b>	<b>235,920,000</b>	<b>234,699,000</b>	<b>241,415,000</b>

**2. SUMMARY FOR YEAR 2011**

Code	Programmes	Rs	Rs	Rs	Rs
		Compensation of Employees [code 21]	Goods and Services [code 22]	Subsidies/ Grants [codes 25-28]	Acquisition of Assets [codes 31- 32]
541	Policy and Management for Labour and Employment	11,860,000	9,748,000	-	-
542	Labour and Employment Relations Management	87,639,000	30,154,000	8,900,000	2,800,000
543	Registration of Associations, Trade Unions and Superannuation Funds	13,910,000	3,933,000	-	500,000
544	Employment Facilitation	43,840,000	14,911,000	-	7,725,000
	<b>Total</b>	<b>157,249,000</b>	<b>58,746,000</b>	<b>8,900,000</b>	<b>11,025,000</b>

**Programme 541: Policy and Management for Labour and Employment**

Item No.	Details	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
<b>21</b>	<b>Compensation of Employees</b>	<b>10,726,000</b>	<b>11,860,000</b>	<b>12,057,000</b>	<b>12,246,000</b>
21110	Personal Emoluments	9,441,000	10,415,000	10,612,000	10,801,000
21111	Other Staff Costs	1,285,000	1,445,000	1,445,000	1,445,000
<b>22</b>	<b>Goods and Services</b>	<b>8,867,000</b>	<b>9,748,000</b>	<b>9,754,000</b>	<b>9,785,000</b>
22010	Cost of Utilities	1,830,000	2,030,000	2,030,000	2,032,000
22020	Fuel and Oil	450,000	400,000	400,000	400,000
22030	Rent	5,255,000	5,990,000	5,990,000	5,990,000
22040	Office Equipment and Furniture	50,000	50,000	50,000	50,000
22050	Office Expenses	240,000	240,000	240,000	242,000
22060	Maintenance	450,000	445,000	451,000	459,000
22070	Cleaning Services	42,000	43,000	43,000	43,000
22100	Publications and Stationery	505,000	505,000	505,000	522,000
22900	Other Goods and Services	45,000	45,000	45,000	47,000
	<b>Total</b>	<b>19,593,000</b>	<b>21,608,000</b>	<b>21,811,000</b>	<b>22,031,000</b>



**Ministry of Labour, Industrial Relations and Employment - continued**

Item No.	Details	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
<b>Programme 542: Labour and Employment Relations Management</b>					
<b>Sub-Programme 54201: Employment Relations</b>					
<b>21</b>	<b>Compensation of Employees</b>	<b>59,890,000</b>	<b>61,588,000</b>	<b>62,482,000</b>	<b>63,419,000</b>
21110	Personal Emoluments	51,770,000	53,368,000	54,262,000	55,199,000
21111	Other Staff Costs	8,120,000	8,220,000	8,220,000	8,220,000
<b>22</b>	<b>Goods and Services</b>	<b>21,355,000</b>	<b>21,065,000</b>	<b>21,389,000</b>	<b>21,439,000</b>
22010	Cost of Utilities	4,130,000	4,030,000	4,030,000	4,030,000
22030	Rent	12,100,000	12,500,000	12,800,000	12,800,000
22040	Office Equipment and Furniture	150,000	150,000	150,000	150,000
22050	Office Expenses	800,000	735,000	735,000	735,000
22060	Maintenance	900,000	780,000	804,000	820,000
22070	Cleaning Services	102,000	102,000	102,000	112,000
22090	Security	300,000	150,000	150,000	150,000
22100	Publications and Stationery	805,000	805,000	805,000	805,000
22120	Fees	1,550,000	1,205,000	1,205,000	1,205,000
22160	Overseas Training	-	-	-	-
22170	Travelling within the Republic	15,000	30,000	30,000	31,000
22900	Other Goods and Services	503,000	578,000	578,000	601,000
<b>26</b>	<b>Grants</b>	<b>8,900,000</b>	<b>8,900,000</b>	<b>8,925,000</b>	<b>8,950,000</b>
26210	Current Grant to International Organisations	1,900,000	1,900,000	1,925,000	1,950,000
	<i>of which:</i>				
26210098	<i>Contribution to International Labour Organisation</i>	<i>1,300,000</i>	<i>1,275,000</i>	<i>1,275,000</i>	<i>1,275,000</i>
26210099	<i>Contribution to African Regional Labour Administration Centre</i>	<i>600,000</i>	<i>625,000</i>	<i>650,000</i>	<i>675,000</i>
26313	Extra-Budgetary Units	7,000,000	7,000,000	7,000,000	7,000,000
	<i>of which:</i>				
26313013	<i>Current Grant - EPZ Labour Welfare Fund</i>	<i>4,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>
26313092	<i>Current Grant - Trade Union Trust Fund</i>	<i>3,000,000</i>	<i>3,000,000</i>	<i>3,000,000</i>	<i>3,000,000</i>
<b>31</b>	<b>Acquisition of Non-Financial Assets</b>	<b>7,100,000</b>	<b>2,800,000</b>	<b>5,000,000</b>	<b>8,000,000</b>
31112	Non-Residential Buildings	6,500,000	2,800,000	5,000,000	8,000,000
31112001	<i>Construction of Buildings</i>	<i>6,500,000</i>	<i>2,800,000</i>	<i>5,000,000</i>	<i>8,000,000</i>
	<i>a) Labour Office at Curepipe</i>	<i>4,500,000</i>	<i>1,800,000</i>	-	-
	<i>b) Labour Office at Rose Belle</i>	<i>2,000,000</i>	<i>1,000,000</i>	<i>5,000,000</i>	<i>8,000,000</i>
31132	Intangible fixed Assets	600,000	-	-	-
31132401	<i>Upgrading of ICT</i>	<i>600,000</i>	-	-	-
	<i>(a) Computerisation of Workfare Programme</i>	<i>600,000</i>	-	-	-
	<b>Total</b>	<b>97,245,000</b>	<b>94,353,000</b>	<b>97,796,000</b>	<b>101,808,000</b>

**Ministry of Labour, Industrial Relations and Employment - continued**

Item No.	Details	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
<b>Sub-Programme 54202 : Occupational Safety and Health</b>					
<b>21</b>	<b>Compensation of Employees</b>	<b>25,060,000</b>	<b>26,051,000</b>	<b>26,505,000</b>	<b>26,927,000</b>
21110	Personal Emoluments	21,995,000	22,936,000	23,390,000	23,812,000
21111	Other Staff Costs	3,065,000	3,115,000	3,115,000	3,115,000
<b>22</b>	<b>Goods and Services</b>	<b>8,034,000</b>	<b>9,089,000</b>	<b>9,089,000</b>	<b>9,738,000</b>
22010	Cost of Utilities	1,036,000	1,286,000	1,286,000	1,301,000
22030	Rent	5,175,000	5,900,000	5,900,000	6,500,000
22040	Office Equipment and Furniture	90,000	90,000	90,000	90,000
22050	Office Expenses	410,000	410,000	410,000	410,000
22060	Maintenance	200,000	205,000	205,000	205,000
22070	Cleaning Services	42,000	42,000	42,000	42,000
22100	Publications and Stationery	525,000	450,000	450,000	450,000
22120	Fees	253,000	343,000	343,000	347,000
22160	Overseas Training	-	-	-	-
22900	Other Goods and Services	303,000	363,000	363,000	393,000
<b>31</b>	<b>Acquisition of Non Financial Assets</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
31132	Intangible fixed Assets	500,000	-	-	-
	<b>Total</b>	<b>33,594,000</b>	<b>35,140,000</b>	<b>35,594,000</b>	<b>36,665,000</b>
<b>Programme 543: Registration of Associations, Trade Unions and Superannuation Funds</b>					
<b>21</b>	<b>Compensation of Employees</b>	<b>13,705,000</b>	<b>13,910,000</b>	<b>14,140,000</b>	<b>14,385,000</b>
21110	Personal Emoluments	11,950,000	12,155,000	12,385,000	12,630,000
21111	Other Staff Costs	1,755,000	1,755,000	1,755,000	1,755,000
<b>22</b>	<b>Goods and Services</b>	<b>3,663,000</b>	<b>3,933,000</b>	<b>4,083,000</b>	<b>4,095,000</b>
22010	Cost of Utilities	356,000	596,000	596,000	596,000
22030	Rent	2,175,000	2,350,000	2,500,000	2,500,000
22040	Office Equipment and Furniture	65,000	40,000	40,000	40,000
22050	Office Expenses	345,000	295,000	295,000	295,000
22060	Maintenance	200,000	110,000	110,000	110,000
22070	Cleaning Services	40,000	40,000	40,000	40,000
22090	Security	50,000	50,000	50,000	52,000
22100	Publications and Stationery	305,000	230,000	230,000	230,000
22120	Fees	15,000	90,000	90,000	94,000
22170	Travelling within the Republic	32,000	32,000	32,000	34,000
22900	Other Goods and Services	80,000	100,000	100,000	104,000
<b>31</b>	<b>Acquisition of Non Financial Assets</b>	<b>1,000,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>
31132	Intangible fixed Assets	1,000,000	500,000	-	-
31132401	<i>Upgrading of ICT</i>	<i>1,000,000</i>	<i>500,000</i>	<i>-</i>	<i>-</i>
	<i>(a) computerisation of Registry of Association</i>	<i>1,000,000</i>	<i>500,000</i>	<i>-</i>	<i>-</i>
	<b>Total</b>	<b>18,368,000</b>	<b>18,343,000</b>	<b>18,223,000</b>	<b>18,480,000</b>

**Ministry of Labour, Industrial Relations and Employment - continued**

Item No.	Details	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
<b>Programme 544: Employment Facilitation</b>					
<b>21</b>	<b>Compensation of Employees</b>	<b>44,340,000</b>	<b>43,840,000</b>	<b>44,741,000</b>	<b>45,630,000</b>
21110	Personal Emoluments	40,510,000	40,060,000	40,961,000	41,775,000
21111	Other Staff Costs	3,830,000	3,780,000	3,780,000	3,855,000
<b>22</b>	<b>Goods and Services</b>	<b>14,323,000</b>	<b>14,911,000</b>	<b>15,034,000</b>	<b>15,201,000</b>
22010	Cost of Utilities	2,245,000	2,425,000	2,425,000	2,425,000
22020	Fuel and Oil	180,000	150,000	150,000	150,000
22030	Rent	7,800,000	8,418,000	8,518,000	8,632,000
22040	Office Equipment and Furniture	150,000	175,000	175,000	175,000
22050	Office Expenses	675,000	785,000	785,000	806,000
22060	Maintenance	1,130,000	1,030,000	1,053,000	1,080,000
22070	Cleaning Services	75,000	100,000	100,000	100,000
22100	Publications and Stationery	1,580,000	1,325,000	1,325,000	1,325,000
22120	Fees	250,000	250,000	250,000	250,000
22160	Overseas Training	128,000	128,000	128,000	128,000
22900	Other Goods and Services	110,000	125,000	125,000	130,000
<b>31</b>	<b>Acquisition of Non-Financial Assets</b>	<b>4,500,000</b>	<b>7,725,000</b>	<b>1,500,000</b>	<b>1,600,000</b>
31132	Intangible Fixed Assets	4,500,000	7,725,000	1,500,000	1,600,000
31132401	<i>Upgrading of ICT Infrastructure e-Government Projects Review and Modernise Work Permit System</i>	<i>4,500,000</i>	<i>4,500,000</i>	<i>1,500,000</i>	<i>1,600,000</i>
31132104	<i>Enhancement of Employment Service</i>	-	<i>3,225,000</i>	-	-
	<i>(a) Upgrading of Labour Market Information System (LMIS)</i>	-	<i>2,700,000</i>	-	-
	<i>(b) Support Unit for Re-employment of Employees (SURE)</i>	-	<i>525,000</i>	-	-
	<b>Total</b>	<b>63,163,000</b>	<b>66,476,000</b>	<b>61,275,000</b>	<b>62,431,000</b>

**PART D: HUMAN RESOURCES**
**STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES**

Salary Code	Position Titles	In Post 2010	Funded Positions		
			2011	2012	2013
<b>Programme 541: Policy and Management for Labour and Employment</b>		<b>24</b>	<b>27</b>	<b>27</b>	<b>27</b>
	Minister	1	1	1	1
02 00 93	Permanent Secretary	1	1	1	1
01 54 64	Assistant Manager, Financial Operations	1	1	1	1
01 41 55	Financial Operations Officer	1	1	1	1
01 29 49	Assistant Financial Operations Officer	2	2	2	2
21 54 64	Assistant Manager (Procurement and Supply)	1	1	1	1
21 29 49	Assistant Procurement and Supply Officer	1	1	1	1
08 34 55	Confidential Secretary	2	2	2	2
24 27 37	Head Office Care Attendant	1	1	1	1
08 18 48	Officer	1	4	4	4
08 17 44	Word Processing Operator	2	2	2	2
24 13 31	Driver	3	3	3	3
22 12 39	Receptionist/ Telephone Operator	1	1	1	1
24 10 30	Office Care Attendant	5	5	5	5
24 06 25	Handy Worker	1	1	1	1
<b>Programme 542: Labour and Employment Relations Management</b>		<b>260</b>	<b>268</b>	<b>268</b>	<b>268</b>
<b>Sub Programme 54201: Employment Relations</b>		<b>175</b>	<b>180</b>	<b>180</b>	<b>180</b>
02 00 90	Chairperson, National Remuneration Board	1	1	1	1
-	President, Commission for Conciliation and Mediation	1	1	1	1
02 75 82	Vice Chairperson, National Remuneration Board	1	1	1	1
-	Vice President, Commission for Conciliation and Mediation	1	1	1	1
02 75 82	Principal Assistant Secretary	1	1	1	1
18 75 79	Director, Labour & Industrial Relations	1	1	1	1
02 67 78	Head Remuneration Analyst	-	-	-	-
18 62 73	Assistant Director, Labour & Industrial	8	8	8	8
02 59 71	Senior Remuneration Analyst	1	1	1	1
18 56 66	Principal Labour & Industrial Relations Officer	11	12	12	12
	Prin. Conciliation & Mediation Officer	-	-	-	-
08 48 60	Senior Shorthand Writer	1	2	2	2
18 4 61	Senior Labour & Industrial Relations Officer	23	31	31	31
02 45 67	Assistant Secretary	-	-	-	-
02 44 67	Remuneration Analyst	1	1	1	1
18 44 67	Industrial Relations Coordinator	-	-	-	-
08 42 56	Shorthand Writer	3	2	2	2
08 41 55	Higher Executive Officer	2	2	2	2
08 37 51	Office Supervisor	1	1	1	1

**STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES**

Salary Code	Position Titles	In Post	Funded Positions		
		2010	2011	2012	2013
08 34 55	Confidential Secretary	2	2	2	2
08 31 51	Senior Officer	5	6	6	6
08 29 49	Executive Officer	-	-	-	-
	Conciliation & Mediation Officer	-	-	-	-
18 25 52	Labour & Industrial Relations Officer	52	46	46	46
08 18 48	Officer	19	20	20	20
08 17 44	Word Processing Operator	10	10	10	10
18 18 20	Trainee Labour & Industrial Relations Officer	-	-	-	-
24 13 31	Driver	1	1	1	1
22 12 39	Receptionist/ Telephone Operator	1	1	1	1
24 19 33	Senior Office Care Attendant	1	1	1	1
24 10 30	Office Care Attendant	15	15	15	15
24 07 27	Store Attendant	-	-	-	-
24 06 25	Handy Worker	9	9	9	9
24 02 21	General Worker	3	3	3	3
<b>Sub-Programme 54202: Occupational Safety &amp; Health</b>		<b>85</b>	<b>88</b>	<b>88</b>	<b>88</b>
18 75 79	Director, Occupational Safety & Health	1	1	1	1
26 65 75	Head, Specialist Support Services	1	1	1	1
18 65 75	Chief Occupational Safety & Health Officer	3	4	4	4
26 49 67	Occupational Safety & Health Engineer	4	4	4	4
18 56 66	Divisional Occupational Safety & Health Officer	5	5	5	5
18 46 62	Principal Occupational Safety & Health Officer	10	11	11	11
18 35 58	Occupational Safety & Health Officer/	28	29	29	29
18 46 61	Senior Occupational Safety officer				
02 45 67	Assistant Secretary	-	-	-	-
08 41 55	Higher Executive Officer	1	1	1	1
08 31 51	Senior Officer	1	2	2	2
08 29 49	Executive Officer	-	-	-	-
24 27 37	Head Office Care Attendant	1	1	1	1
08 18 48	Officer	15	14	14	14
08 17 44	Word Processing Operator	5	5	5	5
24 13 31	Driver	1	1	1	1
22 12 39	Receptionist/ Telephone Operator	1	1	1	1
24 10 30	Office Care Attendant	3	3	3	3
24 06 25	Handy Worker	5	5	5	5
<b>Programme 543: Registration of Associations, Trade Unions and Superannuation Funds</b>		<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>
18 75 79	Registrar of Associations	1	1	1	1
18 62 73	Deputy Registrar of Associations	1	1	1	1
18 52 66	Principal Inspector of Associations	2	2	2	2
18 44 58	Senior Inspector of Associations	5	5	5	5
08 41 55	Higher Executive Officer	1	1	1	1
08 34 55	Confidential Secretary	1	1	1	1
08 31 51	Senior Officer	3	3	3	3

## STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Salary Code	Position Titles	In Post	Funded Positions		
		2010	2011	2012	2013
08 29 49	Executive Officer	-	-	-	-
18 25 52	Inspector of Associations	15	15	15	15
08 18 48	Officer	12	12	12	12
08 17 44	Word Processing Operator	3	3	3	3
24 13 31	Driver	1	1	1	1
22 12 39	Receptionist/ Telephone Operator	1	1	1	1
24 10 30	Office Care Attendant	4	4	4	4
24 06 25	Handy Worker	1	1	1	1
<b>Programme 544 - Employment Facilitation</b>		<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>
18 75 82	Director, Employment Service	1	1	1	1
02 75 82	Principal Assistant Secretary	1	1	1	1
18 58 69	Deputy Director, Employment Service	1	1	1	1
18 49 61	Chief Employment Officer	5	5	5	5
02 45 67	Assistant Secretary	2	2	2	2
18 41 55	Senior Employment Officer	14	14	14	14
01 41 55	Financial Operations Officer	1	1	1	1
01 29 49	Assistant Financial Operations Officer	2	2	2	2
21 29 49	Assistant Procurement and Supply Officer	1	1	1	1
08 41 55	Higher Executive Officer	3	3	3	3
08 34 55	Confidential Secretary	-	-	-	-
08 31 51	Senior Officer	10	10	10	10
08 29 49	Executive Officer	9	9	9	9
24 27 37	Head Office Care Attendant	1	1	1	1
18 21 50	Employment Officer	33	33	33	33
08 18 48	Officer	39	39	39	39
08 18 45	Clerical Officer/Higher Clerical Officer	2	2	2	2
08 17 44	Word Processing Operator	7	7	7	7
24 13 31	Driver	2	2	2	2
22 12 39	Receptionist/Telephone Operator	1	1	1	1
24 07 27	Stores Attendant	-	-	-	-
24 10 30	Office Care Attendant	15	15	15	15
24 02 21	General Worker	15	15	15	15
<b>Total</b>		<b>500</b>	<b>511</b>	<b>511</b>	<b>511</b>