

Circular No. 9

Ref. No. 12243/2^{VI}

**Public Service Establishment Division
Ministry of Finance and Planning
30 National Heroes' Circle
Kingston 4**

May 19, 2003

To: Permanent Secretaries
Heads of Departments

**Pay Adjustments for Full-time Advisors/Consultants,
Special, Executive and Personal Assistants**

Consequent on the pay adjustments approved in this Ministry's circular No. 6 dated April 17, 2003 for Civil Service groups, please see attached a schedule showing increases in the salary scales applicable to full-time Advisors/Consultants and to Special, Executive and Personal Assistants to certain Members of the Political Directorate.

The following are essential requirements for the employment of Advisors/Consultants:

- (i) Senior Consultant/Advisor – post graduate qualification with a track record of over 15 years experience in a specialist profession and being engaged to undertake assignments requiring highly complex technical/specialist skills.

Before the employment of a Senior Consultant/Advisor the qualification and experience of the candidate and details of the job to be performed should be submitted to this Ministry for evaluation and determination of classification. Such submission is subject to evaluation at another level of the Advisor/Consultant category. No offer should therefore be made until the evaluation is completed.

- (ii) Advisor/Consultant 3 - post graduate qualification from a recognized University with at least ten (10) years experience in the specific field of consultancy/advice or any equivalent combination of knowledge and experience;
- (iii) Advisor/Consultant 2 - post graduate qualification from a recognised University with at least eight (8) years' experience in the specific field or any equivalent combination of knowledge and experience;
- (iv) Advisor/Consultant 1 - graduate qualification from a recognised university with at least five years experience in the specific field or any equivalent combination of knowledge and experience.

Generally before employment, prospective Advisors/Consultants should produce curriculum vitae and proof of qualifications.

Please be reminded that the following allocations for Assistants have been approved by Cabinet.

- i. For Cabinet Ministers
 - a) Elected - One (1) Executive Assistant
- One (1) Special Assistant
 - b) Non-Elected - One (1) Special Assistant
- ii. For Ministers of State and Parliamentary Secretaries
 - a) Elected - One (1) Special Assistant
 - b) Non-Elected - One (1) Personal Assistant

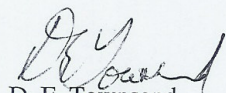
- iii. For the Speaker and Deputy Speaker of the House of Representatives - One (1) Special Assistant each.
- iv. The Qualification Bar (QB) in the salary scale for Special and Executive Assistants signifies that only employees who have attained a University Degree or Diploma/Certificate from an accredited tertiary educational institution may receive salary above the Qualification Bar (QB).

Please also note that the other terms and conditions for the employment of the above mentioned personnel are outlined in this Ministry's Circular No. 11 dated September 23, 1997.

The effective date of the salary revision shown on the attached schedule is April 1, 2003. Conversion to the new salary scales should be made on a point-to-point basis starting from minimum to minimum.

Details of the additional funds that will be required to pay the increases are to be submitted to the Public Expenditure Division and copied to the Public Service Establishment Division of this Ministry. The costing should be broken down by the number of persons in each category/level

In any case of doubt or difficulty the Public Service Establishment Division (**Compensation Unit**) should be consulted before payment is made.


D. E. Townsend
for Financial Secretary

SALARY ADJUSTMENTS
Advisor/Consultants
Special, Executive and Personal Assistants

Category	Salary			Scales					
	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.
Senior Advisor/Consultant									
Existing	\$1,620,000	\$1,660,500	\$1,702,013	\$1,744,563					
Effective April 1, 2003	\$1,800,000	\$1,845,000	\$1,891,125	\$1,938,403					
Advisor/Consultant 3									
Existing	\$1,488,000	\$1,525,200	\$1,563,330	\$1,602,413					
Effective April 1, 2003	\$1,590,000	\$1,629,750	\$1,670,494	\$1,712,256					
Advisor/Consultant 2									
Existing	\$1,125,000	\$1,153,125	\$1,181,953	\$1,211,502					
Effective April 1, 2003	\$1,230,000	\$1,260,750	\$1,292,269	\$1,324,575					
Advisor/Consultant 1									
Existing	\$840,000	\$861,000	\$882,525	\$904,588					
Effective April 1, 2003	\$921,000	\$944,025	\$967,626	\$991,816					
Executive and Special Assistants									
Existing	\$390,000	\$399,750	\$409,744	\$419,987	\$430,487	\$452,011	Q.B.	\$630,000	\$645,750
Effective April 1, 2003	\$468,000	\$479,700	\$491,693	\$503,985	\$516,584	\$529,499	Q.B.	\$741,000	\$759,525
								\$778,513	\$797,976
Personal Assistants									
Existing	\$255,000	\$267,750	\$281,138	\$295,194	\$309,325	\$325,452		\$341,724	\$358,811
Effective April 1, 2003	\$420,000	\$430,500	\$441,263	\$452,294	\$463,601	\$475,191		\$487,071	\$499,248

Compensation Unit
Public Service Establishment Division
Ministry of Finance and Planning
May 16th 2003