

Circular No.26

Ref. No. SB50/43

**Ministry of Finance and Planning
(Public Service Establishments Division
30 National Heroes Circle
Kingston 4**

November 15, 2004

Permanent Secretaries
Heads of Departments/Agencies

Operation of Posts

Your attention is drawn to this Ministry's Circulars No. 21 dated 22nd September 2003 and No. 12 dated 25th May 2004, setting out the requirements for the filling of posts and other employment arrangements.

2. It has been noted that some requests for approvals are being submitted close to or after the effective dates of the engagements. Ideally, these submissions should be forwarded one (1) month prior to the proposed arrangement. In any event please ensure that such requests are received in this Ministry at least two (2) weeks or ten (10) working days before the need for assignments or the filling of vacancies.

3. The Post Operations Committee will no longer be inclined to consider late submissions. There is every likelihood therefore that **post facto** requests will **not** be approved.

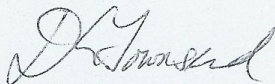
4. With regard to acting appointments, Circular No. 12 of 25th May 2004, advised that such assignments for forty (40) working days and over need not be sent for the consideration of the Post Operations Committee. This stipulation is in respect of internal acting arrangements; that is, the assignment of officers within their respective employing Ministry/Department/Agency (MDA). Where it is required that the assignee be recruited from outside the MDA, such requests should be forwarded to this Ministry for the consideration of the Post Operations Committee.

5. The guidelines set out in this circular and the previous circulars are applicable to consequential acting arrangements; that is, a series of acting appointments resulting from the filling of a post. Consequential actings should be requested or put in place only where they are absolutely necessary.

6. All submissions for the operation of posts should indicate whether the positions are on the approved establishment (post numbers to be given where available), the cause of the vacancy or arrangement and the justification for the requests.

7. These and the previous guidelines are in the interest of cost effective employment of staff so that the Government can achieve its fiscal targets and conform with the provisions of the Memorandum of Understanding. The support you have so far given to the process is greatly appreciated.

8. Every effort is being made to deal with your requests expeditiously. Your continued cooperation will therefore be required.

A handwritten signature in dark ink, appearing to read 'D. E. Townsend', is positioned above the printed name.

D. E. Townsend
for Financial Secretary