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**Circular No.**

**Ref. No. SBSO/43**

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

**Permanent Secretaries  
Heads of Department/Agencies**

**Operation of Posts**

Please refer to this Ministry's Circular no. 21 dated September 22, 2003 and subsequent circulars ending with no. 26 dated November 26, 2004, outlining guidelines for the filling of posts and other employment arrangements in Ministries, Departments and Agencies (MDAs).

As you are aware it has been a requirement since September 2003 for requests for the filling of vacant posts to be submitted to the Post Operations Committee through this Ministry. In this regard the following changes will be instituted with effect from October 1, 2006:

- j. Internal acting arrangements consequent on officers proceeding on leave are no longer to be sent to the Post Operations Committee. The normal process of approval by Office of the Services Commissions or MDAs with delegation authority is to be continued.
- ii. Where it is absolutely necessary for persons to be employed from outside MDAs to fill vacancies or work in place of officers on leave; such employment proposal should be submitted to the Ministry of Finance and Planning for the consideration of the Post Operations Committee.
- iii. The filling of vacancies resulting from resignations, retirements or any other form of separation are to continue to be submitted to this Ministry.

- iv. Proposals to fill vacancies which exist for two (2) years and over are also to be submitted to this Ministry for consideration before the actual employment is put in place.
- v. In respect of (ii), (iii) and (iv) above all requests should ideally be submitted one (1) month prior to the proposed date of employment. In any event please ensure that the requests are received in this Ministry at least two (2) weeks or ten (10) working days before the required date for the filling of vacancies.
- vi. Responsible officers will be subject to surcharge in cases where employment is effected prior to approval from this Ministry. It is recognized that there may be extreme circumstances in which persons have to be engaged prior to formal approval. In such cases covering approval should be sought immediately thereafter with a full explanation as to the reason for the action taken.

Please note that all requests for the filling of vacancies must be submitted with proper justification. There should also be an indication of the budgetary provision for the funding of the posts. Where there is no budgetary provision, as set out in this circular, prior approval for the operation of the post should be made for inclusion in the budget for the next financial year.

With regard to acting arrangements and new employment MDAs are encouraged to exercise restraint and ensure that these costs are contained within budgetary provisions.

Please ensure that the contents of this circular are brought to the attention of all the relevant personnel

Colin Bullock  
Financial Secretary