Circular No. 27

Ref No. 12243/2VI

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

June 22, 2006

To: Permanent Secretaries
Head of Departments

Pay Revision (2006/2008) for Full –time Advisors/Consultants, Special, Executive and Personal Assistants

Consequent on the pay adjustments approved in this Ministry's circular No. 24 dated May 31, 2006 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 fifteen (15) years experience in a specialist profession and being engaged to undertake assignment 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 recognized University with at least eight (8) years' experience in the specific field or any equivalent combination of knowledge and experience;
- (iv) Advisor/Consultant 2 post graduate qualification from a recognized
   University with at least five (5) 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 Ministries
  - (a) Elected One (1) Executive Assistant
    - One (1) Special Assistant
  - (b) Non-Elected One (1) Special Assistant
- ii. For Ministries 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 dates of the salary revision shown on the attached schedule are April 1, 2006 and April 1, 2007. Conversion to the new salary scales should be made on a point-to-point basis starting from minimum to minimum.

Details of 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, please contact the Compensation Unit of this Ministry BEFORE payment is made.

for Financial Secretary

SALARY ADJUSTMENTS
Advisor/Consultants
Special, Executive and Personal Assistants

|   |   |  |   | 797,976<br>981,906<br>,031,001  |   |
|---|---|--|---|---|---|
|   |   |  |   | 778,513 797,976<br>957,957 981,906<br>1,005,855 1,031,001                           | 511,729<br>859,705<br>902,690   |
|   |   |  | int only em<br>te Brew an   | 759,525<br>934,592<br>981,322 1   | 499,248<br>838,737<br>880,674   |
|   |   |  |   | 741,000<br>911,797<br>957,387   | 487,071<br>818,280<br>859,194   |
|   |   |  |   | 529,499 Q.B.<br>651,284 Q.B.<br>683,848 Q.B.  | 475,191<br>584,485<br>613,710   |
| 1,986,863<br>2,225,287<br>2,336,551   | 1,755,062<br>1,983,221<br>2,082,382   | 1,357,690<br>1,534,190<br>1,610,899  | 1,016,612<br>1,169,103<br>1,227,559   | 516,584<br>635,399<br>667,169   | 463,601<br>570,230<br>598,741   |
| 1,938,403<br>2,171,012<br>2,279,562   | 1,712,256<br>1,934,849<br>2,031,592   | ,230,000 1,260,750 1,292,269 1,324,575 1,357,690<br>,389,900 1,424,648 1,460,264 1,496,770 1,534,190<br>,459,395 1,495,880 1,533,277 1,571,609 1,610,899 | 991,816 1,016,612<br>1,140,589 1,169,103<br>1,197,618 1,227,559                           | 503,985<br>619,901<br>650,896   | 452,294<br>556,322<br>584,138   |
| 1,891,125<br>2,118,060<br>2,223,963   | 1,670,494<br>1,887,658<br>1,982,041   | 1,292,269<br>1,460,264<br>1,533,277  |   | 491,693<br>604,782<br>635,021   | 441,263<br>542,753<br>569,891   |
| 1,845,000<br>2,066,400<br>2,169,720   | 1,629,750<br>1,841,618<br>1,933,698   | 1,260,750<br>1,424,648<br>1,495,880  | 944,025 967,626<br>1,085,629 1,112,769<br>1,139,910 1,168,408                             | 479,700<br>590,031<br>619,533   | 430,500<br>529,515<br>555,991   |
| 1,800,000 1,845,000 1,891,125 1,938,403 1,986,863 2,016,000 2,066,400 2,118,060 2,171,012 2,225,287 2,116,800 2,169,720 2,223,963 2,279,562 2,336,551 | 1,590,000 1,629,750 1,670,494 1,712,256 1,755,062 1,796,700 1,841,618 1,887,658 1,934,849 1,983,221 1,886,535 1,933,698 1,982,041 2,031,592 2,082,382 | 1,230,000 1,260,750 1,292,269 1,324,575 1,357,690 1,389,900 1,424,648 1,460,264 1,496,770 1,534,190 1,459,395 1,495,880 1,533,277 1,571,609 1,610,899    | 921,000 944,025 967,626<br>1,059,150 1,085,629 1,112,769<br>1,112,108 1,139,910 1,168,408 | 468,000<br>575,640<br>604,422   | 420,000<br>516,600<br>542,430   |
| Senior Advisor/Consultant<br>Existing<br>w.e.f. April 1, 2006<br>w.e.f. April 1, 2007   | Advisor/Consultant 3 Existing w.e.f. April 1, 2006 w.e.f. April 1, 2007   | Advisor/Consultant 2 Existing w.e.f. April 1, 2006 w.e.f. April 1, 2007  | Advisor/Consultant 1<br>Existing<br>w.e.f. April 1, 2006<br>w.e.f. April 1, 2007          | Executive and Special Assistants Existing w.e.f. April 1, 2006 w.e.f. April 1, 2007 | Personal Assistants<br>Existing<br>w.e.f. April 1, 2006<br>w.e.f. April 1, 2007 |
|   |   |  |   |   |   |

Compensation Unit Ministry of Finance and Planning June 22, 2006