

**Circular No 24**

**Ref. No. SB50/43**

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

**October 9, 2007**

Permanent Secretaries  
Heads of Departments/Agencies

**Operation of Posts**

Your attention is drawn to this Ministry's Circular No. 21 of September 22, 2003 and subsequent circulars ending with no. 45 dated November 7, 2006 setting out guidelines for the filling of vacancies and other employment arrangements in Ministries, Departments and Agencies (MDAs).

2. The decision has been taken to review and redefine aspects of the approval process. Consequently, **effective November 1, 2007** there will no longer be a requirement to submit to the Post Operations Committee of the Ministry of Finance and the Public Service for approval the following:

- i. requests for filling of vacancies resulting from resignations, retirements and other forms of separation;
- ii. submissions for employment, assignments or acting arrangements consequent on officers proceeding on leave or assignments out of substantive posts.

With regard to (i) and (ii) above the stipulated procedures for approval by the Offices of the Services Commissions or MDAs with delegated authority must continue.

3. Proposals to fill vacancies which exist for more than one (1) year are to continue to be sent to this Ministry for the consideration of the Post Operations Committee. Such proposals should be submitted at least one (1) month prior to

the intended effective date of employment. Late submissions **will not** be considered.

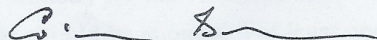
4. Recommendations for reclassifications/upgradings and new posts should be submitted to the relevant Unit in the Cabinet Office or the Ministry of Finance and the Public Service for assessment. Any proposals flowing out of these assessments for new upgraded or reclassified posts are to be submitted to the Post Operations Committee of this Ministry for determination.

5. Generally, employment should be contained within the **approved establishments and budgets**. Any proposal to recruit employees outside of the approved staffing structures must be submitted with full justification for scrutiny by the Post Operations Committee. The Committee will require an assessment of the need for such employment. In this regard there is no guarantee that approval will be given.

6. All requests for the filling of vacancies, upgrading/ reclassifications or new posts must be submitted with proper justification. There should also be an indication of the costs involved and whether funds are available in budgets to meet the additional expenditures. Where there is no available budgetary provision requests for the operation of posts will either be restricted or postponed until funds can be provided.

7. MDAs are reminded to exercise restraint with regard to employment arrangements with a view to ensuring that the consequential costs are contained within budgetary limits.

8. Please ensure that the guidelines set out in this circular are brought to the attention of the relevant personnel.



Colin Bullock  
Financial Secretary