

OFFICE OF THE SERVICES COMMISSIONS  
(Central Government)  
30 National Heroes Circle  
Kingston 4  
Jamaica  
Telephone: 922-8600  
Fax: 924-9764

3<sup>rd</sup> June 2008

**CIRCULAR MEMORANDUM**

**OSC Ref: MISC/08**

**TO: Permanent Secretaries and Heads of Departments**

**RE: Confirmation of Acting Appointments and Temporary Employment**

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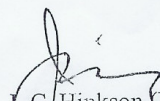
Permanent Secretaries and Heads of Departments are again reminded that one of the conditions of the original Memorandum of Understanding for the Public Sector is that persons who have been temporarily employed or are acting in a clear vacancies for over six (6) months, should be assessed with a view to appointment, **unless valid reasons exist why such persons should not be appointed.**

In this regard, I am to ask that the following be submitted to this office:

- i) a list indicating the names of officers who have been acting/temporarily employed, stating the date on which they commenced acting/employment and the vacancy to which the acting/employment is related. The consequential acting appointments should also be included;
- ii) your recommendation or otherwise for the promotion/appointment of the officers acting/temporarily employed in vacancies for over six (6) months. In this connection, you may also include recommendations for appointments that are consequential to those recommended. Performance Appraisal Reports should be submitted with your response.

Ministries/Departments with delegated authority are requested to comply with item (i) only.

You are kindly asked submit this information by the **31<sup>st</sup> of July 2008.**

  
J. C. Hinkson (Mrs.)  
Chief Personnel Officer