

Circular No. 9

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

Ref No. 12243/2<sup>viii</sup>

June 5, 2008

To: Permanent Secretaries  
Head of Departments

**Pay Revision (2008/2010) for Full-Time Advisors/Consultants and Special,  
Executive and Personal Assistants**

Consequent on the pay adjustment approved in this Ministry's circular No. 4 dated April 22, 2008 for Civil Service groups, the salary scales applicable to full-time Advisors/Consultants and to Special, Executive and Personal Assistants to certain Members of the Political Directorate are also to be revised as shown on the attached schedule. The effective dates of the revisions are April 1, 2008 and April 1, 2009.

The following are essential requirements for the employment of Advisors/Consultants:

- (i) **Senior Advisor/Consultant-** Masters degree with a proven track record of over fifteen (15) years experience in a specialist profession or an equivalent combination of knowledge and experience.

Before a Senior Consultant/Advisor is employed 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. Such submission is subject to re-grading if the relevant criteria are not satisfied. No offer should be made until this evaluation has been completed.

- (ii) **Advisor/Consultant 3-** post graduate qualification from an accredited University with at least ten (10) years proven experience in the specific field of consultancy/advice or equivalent combination of knowledge and experience, for example, a first degree and at least fifteen (15) years experience in the specified field

- (iii) **Advisor/Consultant 2-** post graduate qualification from an accredited University with at least eight (8) years experience in the specific field or an equivalent combination of knowledge and experience, for example, a first degree and at least 12 years experience in the specified field.
- (iv) **Advisor/Consultant 1-** a first degree from an accredited University with at least five (5) years experience in the specified field.

Prior to any offer of employment, prospective Advisors/Consultants should produce their curriculum vitae and proof of qualifications. Qualifications and experience details must be verified.

#### **Special Assistants**

The following provisions for Ministers have been approved by Cabinet:

- (i) For Cabinet Ministries
  - (a) Elected - One (1) Executive Assistant  
- One (1) Special Assistant
  - (b) Non-Elected - One (1) Executive Assistant  
(Previously Special Assistant)
- (ii) For Ministers of State and Parliamentary Secretaries
  - (a) Elected - One (1) Special Assistant
  - (b) Non- Elected - One (1) Personal Assistant

The Qualification Bar (QB) in the salary scales for Special, Executive and Personal Assistants signifies that only employees who have attained a University Degree or Diploma/Certificate from an accredited tertiary institution may receive salary above the Qualification Bar (QB).

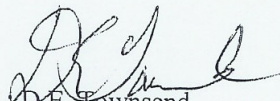
The Speaker and Deputy Speaker of the House of Representatives are entitled to one (1) Special Assistant each.

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 new rates effective April 1, 2008 and retroactive amounts are to be paid in June 2008.

The additional cost to implement the increased rates and payment of the retroactive amounts are to be submitted to the Public Expenditure Division and copied to the Compensation Unit of this Ministry. The information should detail the number of positions at each grade/level.

In any case of doubt or difficulty the Compensation Unit of this Ministry should be contacted before any payment is made.



D.E. Townsend

for Financial Secretary



# 2008/2010 SALARY ADJUSTMENTS

## Advisor/Consultants Special, Executive and Personal Assistants

| Category                         | Salary      |             | Scales      |             |
|----------------------------------|-------------|-------------|-------------|-------------|
|                                  | \$ p.a.     | \$ p.a.     | \$ p.a.     | \$ p.a.     |
| Senior Advisor/Consultant        |             |             |             |             |
| Existing                         | \$2,116,800 | \$2,169,720 | \$2,223,963 | \$2,279,562 |
| Effective April 1, 2008          | \$2,434,320 | \$2,495,178 | \$2,557,557 | \$2,621,496 |
| Effective April 1, 2009          | \$2,604,722 | \$2,669,840 | \$2,736,586 | \$2,805,001 |
| Advisor/Consultant 3             |             |             |             |             |
| Existing                         | \$1,886,535 | \$1,933,698 | \$1,982,041 | \$2,031,592 |
| Effective April 1, 2008          | \$2,169,515 | \$2,223,753 | \$2,279,347 | \$2,336,331 |
| Effective April 1, 2009          | \$2,321,381 | \$2,379,416 | \$2,438,901 | \$2,499,874 |
| Advisor/Consultant 2             |             |             |             |             |
| Existing                         | \$1,459,395 | \$1,495,880 | \$1,533,277 | \$1,571,609 |
| Effective April 1, 2008          | \$1,678,304 | \$1,720,262 | \$1,763,268 | \$1,807,350 |
| Effective April 1, 2009          | \$1,795,786 | \$1,840,680 | \$1,886,697 | \$1,933,865 |
| Advisor/Consultant 1             |             |             |             |             |
| Existing                         | \$1,112,108 | \$1,139,910 | \$1,168,408 | \$1,197,618 |
| Effective April 1, 2008          | \$1,278,924 | \$1,310,897 | \$1,343,670 | \$1,377,261 |
| Effective April 1, 2009          | \$1,368,449 | \$1,402,660 | \$1,437,727 | \$1,473,670 |
| Executive and Special Assistants |             |             |             |             |
| Existing                         | \$604,422   | \$619,533   | \$635,021   | \$650,896   |
| Effective April 1, 2008          | \$695,085   | \$712,462   | \$730,274   | \$748,531   |
| Effective April 1, 2009          | \$743,741   | \$762,335   | \$781,393   | \$800,928   |
| Personal Assistants              |             |             |             |             |
| Existing                         | \$542,430   | \$555,991   | \$569,891   | \$584,138   |
| Effective April 1, 2008          | \$623,795   | \$639,389   | \$655,374   | \$671,738   |
| Effective April 1, 2009          | \$667,460   | \$684,147   | \$701,250   | \$718,782   |

## Compensation Unit Public Service Establishment Division Ministry of Finance and the Public Service June 5, 2008

Q.B. \$859,194 \$880,674 \$902,690  
Q.B. \$988,073 \$1,012,775 \$1,038,094  
Q.B. \$1,057,238 \$1,083,669 \$1,110,761