

Telephone No. 92-28600-16 Website: http://www.mof.gov.jm Email: info@mof.gov.jm MINISTRY OF FINANCE AND THE PUBLIC SERVICE 30 NATIONAL HEROES CIRCLE P.O. BOX 512 KINGSTON JAMAICA

April 6, 2010

Public Service Establishment Division

Circular No. 16 Ref. No. SB 50/43

Permanent Secretaries Heads of Departments Chief Executive Officers of Agencies and Public Bodies

New Arrangements for the Engagement of Staff in the Public Sector

In keeping with the Government of Jamaica's Medium-Term Economic Programme and, specifically, the commitment to reduce the size of the wage bill to less than 10 percent of GDP over the next four years, new arrangements for the hiring of staff in the public sector are in force, with immediate effect.

- 1. Immediate steps must be taken to limit the expansion of staff and/or posts in the public sector;
- 2. Where possible and feasible, vacancies in the existing establishment should be filled from within the existing staff structure or by reallocation of duties;
- Where it is deemed absolutely necessary to establish new posts, the existing requirement for approval therefor by the Ministry of Finance and the Public Service must be strictly adhered to and detailed justification for such posts will be essential;
- 4. There will be no retroactive approval for the establishment of new posts; and
- 5. In any event, new recruitment must <u>not</u> result in additional expenditure beyond existing budgetary allocations applicable to emoluments.

This directive is applicable to <u>all</u> Ministries, Departments, Agencies (MDAs) and Public Bodies, <u>including</u> government companies and statutory bodies.

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