



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-
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

Circular No. 17

May 3, 2010

Ref. No. PSEAP/10

Permanent Secretaries
Heads of Departments/Agencies

PSEAP SUPPORT DURING THE PUBLIC SECTOR TRANSFORMATION

Reference is hereby made to Communication Bulletins from the Public Sector Transformation Unit dated December 17, 2009 and February 16, 2010.

The Ministry of Finance and the Public Service which has the responsibility to provide counselling support to public servants under the Public Sector Employee Assistance Programme (PSEAP) is inviting public servants, who are already trained as counsellors, to become volunteers under the programme in providing support to their colleagues.


The relevant staff members who are interested should submit their names and contact information no later than **31 May 2010** to this Ministry at:

doreen.grossett@mof.gov.jm

Permanent Secretaries and Heads of Departments/Agencies are asked to ensure that this communication receives the widest circulation to facilitate an adequate response to this invitation.

A formal request and conditions for the participation of the selected volunteers will be submitted for your approval as soon as the volunteers are selected.

Your full co-operation in this matter will be greatly appreciated.


Wesley Hughes
Financial Secretary

THE PUBLIC SECTOR EMPLOYEE ASSISTANCE PROGRAMME

The Public Sector Employee Assistance Programme (PSEAP) was launched at the Office of the Prime Minister by The Most Hon. P. J. Patterson in 2000 as an intervention programme providing public servants with counselling support.

The PSEAP is an Employee Assistance Programme (EAP) designed to provide assistance, within a confidential framework to public servants who are experiencing personal problems that may be negatively affecting their job performance.

During the last 10 years, the programme has expanded its services beyond its core function of providing counselling to providing performance support functions:

CORE FUNCTION

Counselling:

- Grief/Trauma
- Career
- Marital
- Parental
- Behavioural

PERFORMANCE SUPPORT FUNCTION

Performance Support in:

- Conflict Management Intervention
- Coping with Stress
- Coping with Change
- Anger Management
- Time Management
- Self-Esteem in the Workplace
- Leadership in the Workplace

In 2000, the programme was a part of the Cabinet Office's responsibility in the modernization process functioning under the Public Sector Reform Unit. Since 2007 the PSEAP now falls under the Public Sector Establishment Division of the Ministry of Finance and the Public Service.

The PSEAP has, from its inception, been using the services of public servant volunteers as its resource in providing counselling to the service. At present, the anticipated demand on the programme which now has only one core staff - the Programme Co-ordinator - requires that more persons be recruited as volunteers to assist in providing support to public servants during the transition exercise.

Additional information about the PSEAP is attached as follows:

- Brochure
- PSED/PSEAP strategy for providing support during the transition.



Doreen Grossett

Programme-Co-ordinator, PSEAP