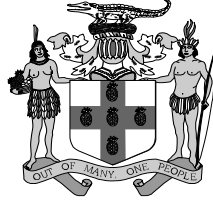


# **THE CIVIL SERVICE ESTABLISHMENT ACT**

**THE CIVIL SERVICE ESTABLISHMENT  
(GENERAL) (AMENDMENT) ORDER, 2011.**



**THE  
JAMAICA GAZETTE  
SUPPLEMENT**

**PROCLAMATIONS, RULES AND REGULATIONS**

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26<sup>1</sup>A

**Vol. CXXXIV**

**WEDNESDAY, FEBRUARY 2, 2011**

**No. 11<sup>1</sup>A**

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No. 12<sup>1</sup>A

**THE CIVIL SERVICE ESTABLISHMENT ACT**

**THE CIVIL SERVICE ESTABLISHMENT (GENERAL) (AMENDMENT)  
ORDER, 2011**

## **THE CIVIL SERVICE ESTABLISHMENT ACT**

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### **The Civil Service Establishment (General) (Amendment) Order, 2011.**

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In exercise of the powers conferred upon the Minister by section 3 of the Civil Service Establishment Act, and of every other power hereunto enabling, the following Order is hereby made:-

1. This Order may be cited as the Civil Service Establishment (General) (Amendment) Order, 2011, and shall be read and construed as one with the Civil Service Establishment (General) Order, 2010, hereinafter referred to as the principal Order.
  
2. The Offices in Part I of the Schedule to the principal Order (hereinafter called “the revised offices”) which correspond to the offices that are retitled, reclassified, transferred or upgraded (hereinafter called the “affected offices”) specified in the fifth column of Part I of the Schedule to this Order, are hereby established and constituted as offices in the public service and are respectively retitled, reclassified, transferred or upgraded in the manner, and with effect from the respective dates, specified in that fifth column, and the principal Order is amended by accordingly deleting the revised offices and substituting therefor the corresponding affected offices.
  
3. The classifications and grades of the affected offices which are respectively set out in the third and fourth columns of Part I of the Schedule to this Order are, with effect from the dates specified in the fifth column thereof, substituted for the corresponding classifications and grades of the revised offices, which are respectively set out in Part I of the Schedule to the principal Order, and the principal Order is amended accordingly.

4. Part I of the Schedule to the principal Order is further amended by the insertion therein of the offices set out in the first column of the Schedule to this Order which correspond to the new offices specified in the fifth column of Part I of the Schedule to this Order, and these offices are hereby established and constituted as offices in the public service at the classifications and grades respectively set out in the third and fourth columns of Part I of the Schedule to this Order, with effect from the dates specified in the aforementioned fifth column thereof.
  
5. With effect from the dates respectively specified in the fourth column of Part III of the Schedule to this Order, the offices specified in the second column of that Part are abolished.

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**SCHEDULE PART I**  
**LIST OF ESTABLISHED OFFICES**  
**IN THE PUBLIC SERVICE**

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**His Excellency The Governor General And Staff**

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General Administration

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<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Driver/Messenger	LMO DR	2	Post [# 11] of Head Messenger/Attendant (LMO/TS 3) reclassified and retitled with effect from April 1, 2010.
1	Cleaner/Office Attendant	LMO TS	2	Post [# 50289] of Attendant (LMO/TS 1) retitled and upgraded with effect from April 1, 2010.
2				
<b>2</b>	<b>Total - His Excellency The Governor General And Staff</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Auditor General's Department**

Financial Statement Audit Unit

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No of Offices	Office	Classification	Grade	Remarks
1	Director of Audit	FMG AS	5	New post [# 62975] with effect from April 1, 2011 & not April 1, 2010 as listed in 2010 CSE (General) Order.
1	Audit Manager	FMG AS	4	New post [# 62977] with effect from April 1, 2011 & not April 1, 2010 as listed in 2010 CSE (General) Order.
2	Senior Auditor	FMG AS	3	Two (2) new posts [#s 62980 - 62981] with effect from April 1, 2011 & not April 1, 2010 as listed in 2010 CSE (General) Order.
4				
<b>4</b>	<b>Total - Auditor General's Department</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Office Of The Services Commissions**

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Accounts Branch

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No of Offices	Office	Classification	Grade	Remarks
1	Financial Controller	FMG PA	2	Post [# 229] of Accounting Technician 3 (FMG/AT 3) retitled and reclassified with effect from April 1, 2010.
1	Management Accountant	FMG PA	1	Post [# 230] of Budget Officer (FMG/AT 2) retitled and reclassified with effect from April 1, 2010.
1	Financial Accountant	FMG AT	3	Post [# 231] of Accounting Technician 1 (FMG/AT 1) retitled and upgraded with effect from April 1, 2010.
1	Accounts Payable Officer	FMG AT	2	Post [# 232] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from April 1, 2010.
<b>4</b>				

Stenotype Service

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No of Offices	Office	Classification	Grade	Remarks
3	Senior Stenotype Writer	OPS SW	2	Three (3) posts [#s 289, 293 & 295] of Stenotype Writer (OPS/SW1) upgraded and retitled with effect from April 1, 2010.
<b>3</b>				

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**7 Total - Office Of The Services Commissions**

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Office Of The Prime Minister**

**Prime Minister's Office**

**Information Division**

**Research And Media Relations Unit**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director	SOG ST	6	Post [# 56701] transferred from the former Ministry of Information, Culture, Youth & Sports with effect from April 6, 2009.
1	Media Relations Officer	MCG IE	4	Post [# 56703] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Research Officer	SOG ST	5	Post [# 56702] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
2	Media Monitoring Officer	MCG IE	3	Posts [#s 56704-5] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.

**5**

**Access to Information Unit**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	5	Post [# 59137] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Administrative Assistant	GMG SEG	1	Post [# 8755] transferred from Ministry of Energy and Mining with effect from April 6, 2009.
1	Communication/Public Education Manager	MCG IE	5	Post [# 59138] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Public Education Officer	MCG IE	3	Post [# 59139] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Office Of The Prime Minister**

**Prime Minister's Office**

**Information Division**

Access to Information Unit

No of Offices	Office	Classification	Grade	Remarks
1	Administrator	GMG AM	4	Post [# 59142] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Executive Secretary	OPS SS	4	Post [# 59140] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
3	Media Monitoring Officer	MCG IE	3	Three (3) posts [#s 61559-61] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Senior Secretary	OPS SS	3	Post [# 59141] transferred from the former Ministry of Information, Culture, Youth & Sports with effect from April 6, 2009.
<b>10</b>				
<b>15</b>	<b>Total - Information Division</b>			

**Administration And Special Services**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Administration and Special Services	GMG SEG	5	Post [# 370] formerly GMG/SEG 4 upgraded with effect from April 1, 2010.
1	Property Maintenance Manager	SOG ST	4	Post [# 26704] transferred from Office of the Governor General and Staff with effect from July 1, 2010.
1	Procurement Officer	GMG AM	3	Post [# 59231] transferred from Office of the Governor General and Staff with effect from July 1, 2010.
1	Inventory/Records Officer	PIDG RIM	2	Post [# 59232] transferred from Office of the Governor General and Staff with effect from July 1, 2010.
<b>4</b>				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Office Of The Prime Minister**

**Prime Minister's Office**

**Administration And Special Services**

Documentation, Information & Access Services

---

No of Offices	Office	Classification	Grade	Remarks
1	Procurement Manager	GMG SEG	1	Post [# 58219] of Information Officer (PIDG/AR 5) reclassified and retitled with effect from April 1, 2010.
1				

Office Management Inventory

---

No of Offices	Office	Classification	Grade	Remarks
1	Office/Inventory Manager	GMG SEG	2	Post [# 397] of Office Manager (GMG/AM 3) reclassified and retitled with effect from April 1, 2010.
1				

Events Management

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Social Secretariat	GMG SEG	3	Post [# 309] formerly GMG/SEG 2 upgraded with effect from April 1, 2010.
1				

Customer Relations

---

No of Offices	Office	Classification	Grade	Remarks
1	Customer Service Manager	GMG SEG	1	Post [# 372] of Director 1 retitled with effect from April 1, 2010.
1				

**8 Total - Administration And Special Services**

**Information & Telecommunication Department**

Telecommunications Division

---

No of Offices	Office	Classification	Grade	Remarks
1	Principal Director	GMG SEG	6	Post [# 50852] transferred from the former Ministry of Mining & Telecommunication with effect from April 6, 2009.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Office Of The Prime Minister**

**Prime Minister's Office**

**Information & Telecommunication Department**

Telecommunications Division

1

Information Division

No of Offices	Office	Classification	Grade	Remarks
1	Principal Director	GMG SEG	6	Post [# 454] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Policy Officer	GMG SEG	2	Post [# 53644] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Director 1	GMG SEG	1	Post [# 459] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Legal Officer	JLG LO	3	C. D. Post [# 56700] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
2	Executive Secretary 1	OPS SS	4	Posts [#s 56699 & 463] transferred from the former Ministry of Information, Culture Youth and Sports with effect from April 6, 2009.
1	Senior Secretary	OPS SS	3	Post [# 464] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Secretary 2	OPS SS	2	Post [# 465] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
1	Secretary 1	OPS SS	1	Post [# 466] transferred from the former Ministry of Information, Culture, Youth and Sports with effect from April 6, 2009.
9				
10	<b>Total - Information &amp; Telecommunication Department</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Office Of The Prime Minister**

**Prime Minister's Office**

**Technology Division**

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No of Offices	Office	Classification	Grade	Remarks
1	Director 4	GMG SEG	4	Post [# 51226] transferred from the former Ministry of Mining & Telecommunications with effect from April 6, 2009.
1	Executive Secretary 1	OPS SS	4	Post [# 9009] transferred from the former Ministry of Mining & Telecommunications with effect from April 6, 2009.
1	Senior Secretary	OPS SS	3	Post [# 53743] transferred from the former Ministry of Mining & Telecommunications with effect from April 6, 2009.
<b>3</b>				
<b>3</b>	<b>Total - Technology Division</b>			

**Post & Telecommunication**

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No of Offices	Office	Classification	Grade	Remarks
1	Director 2	GMG SEG	2	Post [# 9014] transferred from the former Ministry of Mining & Telecommunications with effect from April 6, 2009.
1	Secretary 2	OPS SS	2	Post [# 8933] transferred from the former Ministry of Mining & Telecommunications with effect from April 6, 2009.
<b>2</b>				
<b>2</b>	<b>Total - Post &amp; Telecommunication</b>			
<b>38</b>	<b>Total - Prime Minister's Office</b>			
<b>38</b>	<b>Total - Office Of The Prime Minister</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Finance And The Public Service**

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Executive Office

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No of Offices	Office	Classification	Grade	Remarks
1	DFS - Technical Advisory Coordination			New post [# 63220] with effect from December 1, 2010.
1	Technical Support Officer	SOG ST	7	Post [# 61541] of Administrative Assistant (GMG/AM 3) retitled and reclassified with effect from October 1, 2010.
2				

**Legal Services Division**

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No of Offices	Office	Classification	Grade	Remarks
1	Legal Officer	JLG LO	3	C.D. Post [# 53710] of Legal Counsel (JLG/LO 2) transferred from Tax Administration Directorate and upgraded and retitled with effect from August 1, 2010.
1				
1	<b>Total - Legal Services Division</b>			

**Corporate Planning And Administration Division**

**Information Management**

Documentation Centre

---

No of Offices	Office	Classification	Grade	Remarks
1	Records Analyst	PIDG RIM	4	Post [# 1242] of Records Clerk (PIDG/RIM 1) upgraded and retitled with effect from January 1, 2011.
1	Senior Secretary	OPS SS	3	Post [# 1242] of Secretary 2 (OPS/SS 2) retitled and upgraded with effect from January 1, 2011.
2				
2	<b>Total - Information Management</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Finance And The Public Service**

**Corporate Planning And Administration Division**

**Procurement, Property And Office Services**

Office Services

---

No of Offices	Office	Classification	Grade	Remarks
1	Office Services Manager	GMG SEG	1	Post [# 54701] of Manager (GMG/AM 4) reclassified and retitled with effect from July 1, 2010.
1				
1	<b>Total - Procurement, Property And Office Services</b>			
3	<b>Total - Corporate Planning And Administration Division</b>			

**Public Expenditure Policy And Co-ordination Division**

**Financial Systems And Procedures Unit (Formerly Financial Systems)**

---

No of Offices	Office	Classification	Grade	Remarks
1	Head, Financial Systems & Procedures Unit	FMG PA	5	Post [# 1407] of Financial Systems Unit Head (FMG/PA 4) upgraded and retitled with effect from July 1, 2010.
1	Director, Accrual Accounting Implementation	FMG PA	3	New post [# 63006] with effect from July 1, 2010.
1	Director, Operational Systems & Procedures	FMG PA	3	Post [# 1462] of Systems and Procedures Section Head, retitled with effect from July 1, 2010.
1	Director, E-Commerce Banking & Investments	FMG PA	3	Post [# 1463] of Systems and Procedures Analyst 2 (FMG/PA 2) retitled and upgraded with effect from July 1, 2010.
1	Project & Fund Accounting Specialist	FMG PA	3	Post [# 1465] of Systems and Procedures Analyst (FMG/PA 2) retitled and upgraded with effect from July 1, 2010.
1	Assets and Inventory Specialist	FMG PA	2	New post [# 63007] with effect from July 1, 2010.
1	Revenue Systems Specialist	FMG PA	2	Post [# 1468] of Systems and Procedures Analyst retitled with effect from July 1, 2010.
1	Business Process Specialist	FMG PA	2	New post [# 63008] with effect from July 1, 2010.
1	Banking and E-Commerce Specialist	FMG PA	2	New post [# 63005] with effect from July 1, 2010.
1	Expenditure Systems Specialist	FMG PA	2	Post [# 1466] of Systems and Procedures Analyst retitled with effect from July 1, 2010.



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Finance And The Public Service**

**Public Expenditure Policy And Co-ordination Division**

**Financial Systems And Procedures Unit (Formerly Financial Systems)**

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10

Information Technology Strategy

---

No of Offices	Office	Classification	Grade	Remarks
1	Co-ordinator Special Projects	GMG SEG	2	Post [# 56667] of Information Strategy Analyst (MIS/IT 6), retitled and reclassified with effect from January 1, 2011.

1

11 **Total - Financial Systems And Procedures Unit (Formerly Financial Systems)**

11 **Total - Public Expenditure Policy And Co-ordination Division**

**Public Enterprise Division**

---

No of Offices	Office	Classification	Grade	Remarks
1	Supernumerary Administrative Secretary 1	OPS ADS	1	New post [# 63243] with effect from June 11, 2010 to June 10, 2013.
1	Supernumerary Unit Director	GMG SEG	4	New post [# 63244] with effect from May 1, 2010 to April 30, 2013.

2

2 **Total - Public Enterprise Division**

**Public Service Establishment Division**

Central Administration

---

No of Offices	Office	Classification	Grade	Remarks
1	Supernumerary Administrative Secretary	OPS ADS	1	New post [# 63254] with effect from January 1, 2011.

1

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Finance And The Public Service**

**Public Service Establishment Division**

**Strategic Support Unit (Formerly Permanent Salaries Review Board)**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Strategic Support	GMG SEG	3	Post [# 1821] of Director (GMG/SEG 4) retitled and regraded with effect from February 1, 2011.
1	Director 2	GMG SEG	2	Post [# 1822] to be abolished when vacant.
1	Administrator	GMG AM	2	Post [# 1827] of Senior Secretary (OPS/SS 3) retitled and reclassified with effect from February 1, 2011.
1	Secretary 2	OPS SS	2	Post [# 1828] to be abolished when vacant.
1	Attendant	LMO TS	2	Post [# 1830] to be abolished when vacant.
<b>5</b>				
<b>5</b>	<b>Total - Strategic Support Unit (Formerly Permanent Salaries Review Board)</b>			

**Benefits Admin./Employee Relations (formerly Employee Relations Branch)**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Employee Relations	GMG SEG	5	Post [# 1768] of Director 3 (GMG/SEG 3) retitled and upgraded with effect from July 1, 2010.
<b>1</b>				

**Employee Assistance Programme**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Employee Assistance/Counselling Progs.	GMG SEG	3	Post [# 689] of Programme Co-ordinator (GMG/SEG 2) retitled and upgraded with effect from July 1, 2010.
1	Counsellor	GMG SEG	2	Post [#1823] of Director 2 (PSRB) retitled with effect from July 1, 2010.
1	Counsellor	GMG SEG	2	Post [# 54699] formerly GMG/SEG 1 upgraded with effect from July 1, 2010.
<b>3</b>				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Finance And The Public Service**

**Public Service Establishment Division**

**Benefits Admin./Employee Relations (formerly Employee Relations Branch)**

**Occupational Health & Safety Branch**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Occupational Health & Safety	GMG SEG	3	New post [# 63009] with effect from July 1, 2010.

1

**Loan Administration**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Loan Administration	GMG SEG	3	Post [# 1779] of Director, retitled with effect from July 1, 2010.
1	Director 2	GMG SEG	2	Post [# 1780] of Director (GMG/SEG 1) upgraded and retitled with effect from July 1, 2010.
1	Director 1	GMG SEG	1	Post [# 1775] of Administrator 4 (GMG/AM 4) reclassified and retitled with effect from July 1, 2010.
1	Director 1	GMG SEG	1	New post [# 63010] with effect from July 1, 2010.
1	Data Entry Officer	MIS IT	2	New post [# 63011] with effect from July 1, 2010.
1	Loans Officer	GMG AM	4	Post [# 1776] formerly GMG/AM 3 upgraded with effect from July 1, 2010.

6

**Leave Administration**

No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	2	Post [# 1770] of Director 1 (GMG/SEG 1) upgraded and retitled with effect from July 1, 2010.
1	Director 1	GMG SEG	1	New post [# 63012] with effect from July 1, 2010.
1	Leave Officer	GMG AM	4	Post [# 1774] formerly GMG/AM 3 upgraded with effect from July 1, 2010.

3

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Finance And The Public Service**

**Public Service Establishment Division**

**Benefits Admin./Employee Relations (formerly Employee Relations Branch)**

Special Benefits Projects

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Special Benefits	GMG SEG	3	Post [# 1781] of Director, Negotiated Benefits (GMG/SEG 2) upgraded and retitled with effect from July 1, 2010.
1	Administrator	GMG SEG	1	Post [# 1773] formerly GMG/AM 4 reclassified with effect from July 1, 2010.
2				
16	<b>Total - Benefits Admin./Employee Relations (formerly Employee Relations Branch)</b>			
22	<b>Total - Public Service Establishment Division</b>			

**Financial Investigation Division**

**Legal Unit (formerly Legal Services)**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Legal Unit	JLG LO	5	C.D. Post [# 58190] of Director (JLG/LO 4) upgraded and retitled with effect from April 1, 2010.
1	Senior Legal Counsel	JLG LO	4	C.D. Post [# 1623] formerly JLG/LO 3 upgraded with effect from April 1, 2010.
1	Legal Officer	JLG LO	3	C.D. One (1) new post [# 63001] with effect from April 1, 2010.
1	Legal Officer	JLG LO	2	C.D. One (1) new post [# 63000] with effect from April 1, 2010.
1	Executive Secretary	OPS SS	4	Post [# 56118] of Senior Secretary (OPS/SS 3) upgraded and retitled with effect from April 1, 2010.
1	Process Server	PIDG RIM	2	New post [# 62998] with effect from April 1, 2010.
1	Paralegal Officer	PLG LS	4	New post [# 62999] with effect from April 1, 2010.
7				
7	<b>Total - Legal Unit (formerly Legal Services)</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Finance And The Public Service**

**Financial Investigation Division**

**Financial Intelligence Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Intelligence	GMG SEG	6	New post [# 63179] with effect from April 1, 2010.
<b>1</b>	<b>Total - Financial Intelligence Unit</b>			

**Financial Management**

No of Offices	Office	Classification	Grade	Remarks
1	Manager, Profiling Section	GMG SEG	2	Post [# 59186] of Manager, Financial Profile Unit (GMG/SEG 1) retitled and upgraded with effect from April 1, 2010.
1	Senior Financial Analyst	FMG PA	4	Post [# 54474] formerly FMG/PA 3 upgraded with effect from April 1, 2010.
2	Financial Analyst	FMG PA	3	Two (2) posts [#s 54475-6] of Financial Analyst (FMG/PA 2) upgraded with effect from April 1, 2010.
3	Profile Officer	GMG AM	4	Three (3) posts [#s 59187-9] formerly GMG/AM 3 upgraded with effect from April 1, 2010.
<b>7</b>	<b>Total - Financial Management</b>			

**Asset Recovery Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Asset Recovery Manager	GMG SEG	3	Post [# 54473] of Asset Manager (GMG/SEG 2) upgraded and retitled with effect from April 1, 2010.
1	Financial Accountant	FMG PA	3	New post [# 63004] with effect from April 1, 2010.
1	Asset Recovery Officer	GMG AM	4	New post [# 63003] with effect from April 1, 2010.
1	Administrator	GMG AM	3	New post [# 63002] with effect from April 1, 2010.
<b>4</b>	<b>Total - Asset Recovery Unit</b>			
<b>19</b>	<b>Total - Financial Investigation Division</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Finance And The Public Service**

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**60      Total - Ministry Of Finance And The Public Service**

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Accountant General's Department**

**Information Management Branch (formerly Information Technology)**

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No of Offices	Office	Classification	Grade	Remarks
1	Network Administrator	MIS IT	6	Post [# 1931] of Director, Financial Information System retitled with effect from April 1, 2009.
1				
1	<b>Total - Information Management Branch (formerly Information Technology)</b>			

**Corporate & Public Sector Services**

**Human Resource Management & Administration**

Office Services

---

No of Offices	Office	Classification	Grade	Remarks
1	Attendant	LMO TS	2	Post [# 62829] was incorrectly listed as Supervisor (Attendant) (LMO/TS 3) in the CSE (General) Order 2010.
1				
1	<b>Total - Human Resource Management &amp; Administration</b>			

**Pensions Branch**

First Payment

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Pensions Management	FMG PA	3	Post [# 1994] of Director, General Services retitled with effect from April 1, 2009.
1	Treasury Accounting Technician 2	FMG AT	2	Post [# 2025] of Accounting Clerk (FMG/AC 2) reclassified and retitled with effect from April 1, 2009 instead of retitled and upgraded as seen in the CSE (General) Order 2010.
2				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Accountant General's Department**

**Corporate & Public Sector Services**

**Pensions Branch**

Public Officers

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
6	Treasury Accounting Technician 3	FMG AT	3	Six (6) posts [#s 2013-5, 2019 & 62823-4] were incorrectly listed as Treasury Accounting Technician 2 in the 2010 CSE (G) Order.
6				
8	<b>Total - Pensions Branch</b>			
9	<b>Total - Corporate &amp; Public Sector Services</b>			
<hr/>				
10	<b>Total - Accountant General's Department</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Tax Administration Directorate**

**Director General's Executive Office**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Special Projects	GMG SEG	5	Post [# 53955] formerly Director, Intelligence retitled and transferred from the Financial Investigation Division, Ministry of Finance and the Public Service with effect from April 1, 2010.
1				
1				

**Total - Director General's Executive Office**

**Tax Administration Services Department**

**Administration**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Organizational Development	GMG SEG	2	Post [# 54920] formerly listed under Tax Administration Services Department.
1				
1	<b>Total - Administration</b>			
1	<b>Total - Tax Administration Services Department</b>			

**Taxpayer, Audit And Assessment Department**

**Finance And Administration**

**Maintenance And Facilities**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Procurement	GMG SEG	1	Post [# 54222] of Director, Maintenance and Facilities retitled with effect from October 1, 2010.
1				

**Office Services**

No of Offices	Office	Classification	Grade	Remarks
1	Registrar	PIDG RIM	3	Post [# 56833] of Library Technician (PIDG/LB 1) retitled and reclassified with effect from January 1, 2011.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Tax Administration Directorate**

**Taxpayer, Audit And Assessment Department**

**Finance And Administration**

Office Services

---

1

2     **Total - Finance And Administration**

**Operation - Regional**

Region 1

---

No of Offices	Office	Classification	Grade	Remarks
1	Audit Services Officer	RMG TA	2	Post [# 54194] of Tax Auditor (RMG/TA 2) retitled with effect from September 1, 2010.

1

Region 3

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No of Offices	Office	Classification	Grade	Remarks
11	Distillery Officer	PIDG RIM	1	Eleven (11) new posts [#s 63180-90] with effect from June 1, 2010.

11

Region 4

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No of Offices	Office	Classification	Grade	Remarks
8	Distillery Officer	PIDG RIM	1	Eight (8) new posts [#s 63191-98] with effect from June 1, 2010.

8

20     **Total - Operation - Regional**

22     **Total - Taxpayer, Audit And Assessment Department**

**Jamaica Customs Department**

**Executive Office**

---

No of Offices	Office	Classification	Grade	Remarks
1	Driver	LMO DR	1	New post [# 62996] with effect from April 1, 2010.

1

1     **Total - Executive Office**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Tax Administration Directorate**

**Jamaica Customs Department**

**Human Resources - Corporate Services**

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No of Offices	Office	Classification	Grade	Remarks
1	Manager, Performance Management	GMG SEG	2	Post [# 57021] of Director, Organizational Development (GMG/SEG 3) regraded and retitled with effect from January 1, 2007. Post to be abolished when vacant.
1				
1	<b>Total - Human Resources - Corporate Services</b>			

**Administration - Corporate Services**

**Office Services**

---

No of Offices	Office	Classification	Grade	Remarks
1	Messenger	LMO TS	2	New post [# 62997] with effect from April 1, 2010.
1				
1	<b>Total - Administration - Corporate Services</b>			

**Collector of Customs - St. Ann's Bay**

---

No of Offices	Office	Classification	Grade	Remarks
1	Collections Officer	RMG TA	2	Post [# 57991] of Cashier (RMG/TA 1) upgraded and retitled with effect from October 1, 2008.
1				
1	<b>Total - Collector of Customs - St. Ann's Bay</b>			

**Airport Operations - Montego Bay**

**Courier Service/Private Aircraft Centre**

---

No of Offices	Office	Classification	Grade	Remarks
1	Collections Officer	RMG TA	2	Post [# 58003] of Cashier (RMG/TA 1) upgraded and retitled with effect from October 1, 2008.
1				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Tax Administration Directorate**

**Jamaica Customs Department**

**Airport Operations - Montego Bay**

Cargo/Queen's Warehouse

---

No of Offices	Office	Classification	Grade	Remarks
2	Collections Officer	RMG TA	2	Two (2) posts [#s 57492-3] of Cashier (RMG/TA 1) upgraded and retitled with effect from October 1, 2008.
2				
3	<b>Total - Airport Operations - Montego Bay</b>			

**International And Industry Liaison**

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No of Offices	Office	Classification	Grade	Remarks
1	Manager, Classification And Industry Liaison	RMG TA	7	Post [# 57972] formerly RMG TA 6 upgraded with effect from April 1, 2010.
2	Tariff Officer	RMG TA	6	Post [# 57971] formerly RMG TA 5 upgraded and one (1) post [# 57369] of Audit Supervisor (RMG/TA 5) retitled and upgraded with effect from April 1, 2010.
3				
3	<b>Total - International And Industry Liaison</b>			
10	<b>Total - Jamaica Customs Department</b>			
34	<b>Total - Tax Administration Directorate</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Foreign Affairs And Foreign Trade**

**Foreign Service Operations Division**

**Human Resource Management and Development**

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No of Offices	Office	Classification	Grade	Remarks
1	Senior Director, Human Resource Mgmt. And Dev.	GMG SEG	4	Post [# 4779] of Director, Human Resource Management & Development retitled with effect from May 1, 2010. Comments were omitted from 2010 CSE (General) Order.
1				
1	<b>Total - Human Resource Management and Development</b>			

**Protocol Department (Formerly Protocol & Consular Dept.)**

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No of Offices	Office	Classification	Grade	Remarks
2	Protocol Officer 1	GMG AM	3	Posts [#s 4852-3] were listed as one (1) post in the 2010 CSE (G) Order.
2				
2	<b>Total - Protocol Department (Formerly Protocol &amp; Consular Dept.)</b>			
3	<b>Total - Foreign Service Operations Division</b>			

**Foreign Trade Division (formerly Trade and Maritime Affairs Division)**

**CSME Unit**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director	FSG FSO	5	Post [# 54913] of Investment Affairs Officer retitled with effect from November 2, 2009.
1				
1	<b>Total - CSME Unit</b>			
1	<b>Total - Foreign Trade Division (formerly Trade and Maritime Affairs Division)</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Foreign Affairs And Foreign Trade  
Finance And Accounts (Headquarters)**

No of Offices	Office	Classification	Grade	Remarks
1	Executive Secretary 1	OPS SS	4	Post [# 4712] of Senior Secretary (OPS/SS 3) retitled and upgraded with effect from April 1, 2011.

1

**Management Accounting Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Management Accounts	FMG PA	3	New post [# 63199] with effect from April 1, 2011.
1	Financial Systems Manager/Financial Analyst	FMG PA	2	Post [# 50031] of Financial Management Information Systems Manager (FMG/AT 2), reclassified and retitled with effect from April 1, 2011.
1	Senior Management Accountant	FMG PA	1	Post [# 4719] of Accounting Technician 3 (FMG/AT 3) retitled and reclassified with effect from April 1, 2011.
1	Commitment Control Officer	FMG AT	3	Post [# 4720] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1	Expenditure Management Officer	FMG AT	2	Post [# 4721] of Accounting Clerk 2 ( FMG/AC 2) retitled and reclassified with effect from April 1, 2011.
1	Secretary 2	OPS SS	2	Post [# 4717] formerly listed under Finance and Accounts (Headquarters).

6

**6 Total - Management Accounting Unit**

**Missions Accounts Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Missions Accounts	FMG PA	3	New post [# 63202] with effect from April 1, 2011.
1	Mission Accounts Supervisor	FMG PA	1	Post [# 4724] of Accounting Technician 2 (FMG/AT 2) retitled and reclassified with effect from April 1, 2011.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Foreign Affairs And Foreign Trade**

**Finance And Accounts (Headquarters)**

**Missions Accounts Unit**

No of Offices	Office	Classification	Grade	Remarks
3	Mission Accounts Officer 2	FMG AT	2	Three (3) posts [#s 4725-6 & 4728] of Accounting Technician 1 (FMG/AT 1) upgraded and retitled with effect from April 1, 2011.
2	Mission Accounts Officer 1	FMG AT	1	One (1) post [# 4727] of Accounting Technician 1 retitled and one (1) post [# 4730] of Accounting Clerk (FMG/AC 1) reclassified and retitled with effect from April 1, 2011.
1	Accounting Clerk 1	FMG AC	1	Post [# 4729] to be abolished when vacant.
<b>8</b>				
<b>8</b>	<b>Total - Missions Accounts Unit</b>			

**Accounts, Expenditure and Control**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Financial Accounts	FMG PA	3	New post [# 63200] with effect from April 1, 2011.
1	Accounting Clerk 1	FMG AC	1	Post [# 4716] formerly listed under Finance and Accounts (Headquarters).
1	Secretary 2	OPS SS	2	Post [# 4716] formerly listed under Finance and Accounts (Headquarters).
<b>3</b>				

**Payroll Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Payroll Manager	FMG PA	1	New post [# 63201] with effect from April 1, 2011.
1	Senior Payroll Officer	FMG AT	2	Post [# 4731] of Accounting Technician 2 retitled with effect from April 1, 2011.
2	Payroll Officer	FMG AT	1	Two (2) posts [#s 4732-33] of Accounting Technician 1 retitled with effect from April 1, 2011.
1	Payroll Clerk 2	FMG AC	2	Post [# 4735] of Accounting Clerk 1 (FMG/AC 1) retitled and upgraded with effect from April 1, 2011.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Foreign Affairs And Foreign Trade**

**Finance And Accounts (Headquarters)**

**Accounts, Expenditure and Control**

Payroll Unit

5

Accounts Payable/Disbursement

No of Offices	Office	Classification	Grade	Remarks
1	Payment Manager	FMG PA	2	Post [# 4722] of Accounting Technician 3 (FMG/AT 3) reclassified and retitled with effect from April 1, 2011.
1	Senior Accounts Payable Officer	FMG AT	3	Post [# 4723] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1	Senior Payment Officer	FMG AT	2	Post [# 5092] of Accounting Technician/Office Manager retitled with effect from April 1, 2011.
1	Payment Officer	FMG AT	1	Post [# 4734] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from April 1, 2011.
1	Collection and Disbursement Officer	FMG AC	2	Post [# 4739] of Accounting Clerk 2 retitled with effect from April 1, 2011.

5

**13 Total - Accounts, Expenditure and Control**

**Final Accounts**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Final Accounts	FMG PA	2	Post [# 4714] of Director of Finance and Accounts retitled with effect from April 1, 2011.
1	Final Accounts Supervisor	FMG PA	1	Post [# 4736] of Accounting Technician 3 (FMG/AT 3) retitled and reclassified with effect from April 1, 2011.
1	Bank Reconciliation Officer	FMG AT	3	Post [# 4737] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1	General Journal Officer	FMG AT	1	Post [# 4738] of Accounting Technician 1 retitled with effect from April 1, 2011.
1	Accounting Clerk 1	FMG AC	1	Post [# 4741] to be abolished when vacant.



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Foreign Affairs And Foreign Trade**

**Finance And Accounts (Headquarters)**

**Final Accounts**

---

No of Offices	Office	Classification	Grade	Remarks
1	Secretary 1	OPS SS	1	Post [# 4718] to be abolished when vacant.
6				
6	<b>Total - Final Accounts</b>			
34	<b>Total - Finance And Accounts (Headquarters)</b>			

**High Commission In The United Kingdom**

**Home Based Staff**

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No of Offices	Office	Classification	Grade	Remarks
1	Senior Mission Accountant 2	FMG PA	2	Post [# 4881] of First Secretary Administration (FSG/FSO 2) retitled and reclassified with effect from April 1, 2011.
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 4884] of Accounting Technician 3 retitled with effect from April 1, 2011.
1	Mission Accounts Officer 2	FMG AT	2	Post [# 4885] of Accounting Technician 2 retitled with effect from April 1, 2011.
3				
3	<b>Total - High Commission In The United Kingdom</b>			

**High Commission In Ottawa, Canada**

**Home Based Staff**

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 4912] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1	<b>Total - High Commission In Ottawa, Canada</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Foreign Affairs And Foreign Trade**

**Consulate General In Toronto, Canada**

Home Based Staff

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No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 4927] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1	<b>Total - Consulate General In Toronto, Canada</b>			

**Embassy In Washington, United States Of America**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accountant Officer 1, Office Manager	FMG PA	1	Post [# 4939] of Accounting Technician 2 (FMG/AT 2) reclassified and retitled with effect from April 1, 2011.
1				
1	<b>Total - Embassy In Washington, United States Of America</b>			

**Embassy In Mexico City, Mexico**

Home Based Staff

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No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 2, Office Manager	FMG AT	2	Post [# 4964] of Accounting Technician 2 retitled with effect from April 1, 2011.
1				
1	<b>Total - Embassy In Mexico City, Mexico</b>			

**Consulate General In New York, USA**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Community Relations Officer	FSG FSO	3	New post [# 63208] with effect from November 1, 2010.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry Of Foreign Affairs And Foreign Trade**

**Consulate General In New York, USA**

Home Based Staff

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No of Offices	Office	Classification	Grade	Remarks
1	Mission Accountant Officer 1, Office Manager	FMG PA	1	Post [# 4976] of Accounting Technician 3 ( FMG/AT 3) reclassified and retitled with effect from April 1, 2011.
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 4977] of Accounting Technician 2 (FMG/AT 2) upgraded and retitled with effect from April 1, 2011.
3				
3	<b>Total - Consulate General In New York, USA</b>			

**Permanent Mission To United Nations, New York, USA**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 1	FMG AT	1	Post [# 5003] of Accounting Technician 1 retitled with effect from April 1, 2011.
1				
1	<b>Total - Permanent Mission To United Nations, New York, USA</b>			

**Permanent Representative Of Jamaica To The United Nations, Geneva, Switzerland**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5020] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1	<b>Total - Permanent Representative Of Jamaica To The United Nations, Geneva, Switzerland</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Foreign Affairs And Foreign Trade**

**High Commission In Port Of Spain, Trinidad And Tobago**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5030] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1	<b>Total - High Commission In Port Of Spain, Trinidad And Tobago</b>			

**Embassy In Berlin, Germany**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 2, Office Manager	FMG AT	2	Post [# 5043] of Accounting Technician 2 retitled with effect from April 1, 2011.
1				
1	<b>Total - Embassy In Berlin, Germany</b>			

**Permanent Mission To The European Economic Community And Embassy In Brussels, Belgium**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5055] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1	<b>Total - Permanent Mission To The European Economic Community And Embassy In Brussels, Belgium</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Foreign Affairs And Foreign Trade**

**Consulate General, Miami, USA**

Home Based Staff

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5066] of Accounting Technician 2 (FMG/AT 2) upgraded and retitled with effect from April 1, 2011.

1

Locally Engaged Staff

No of Offices	Office	Classification	Grade	Remarks
1	Cashier Grade 1			New post [# 63178] with effect from June 1, 2010.

1

**2 Total - Consulate General, Miami, USA**

**Embassy In Caracas, Venezuela**

Home Based Staff

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5077] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.

1

**1 Total - Embassy In Caracas, Venezuela**

**Consulate of Jamaica - Cayman Islands**

Home Based Staff

No of Offices	Office	Classification	Grade	Remarks
1	Vice Consul	FSG FSO	2	New post [# 63241] with effect from January 1, 2011.
1	Office Manager	GMG AM	2	New post [# 63242] with effect from January 1, 2011.

2

**2 Total - Home Based Staff**

**2 Total - Consulate of Jamaica - Cayman Islands**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Foreign Affairs And Foreign Trade**

**Embassy In Havana, Cuba**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 50350] of Office Manager (FMG/AT 2) upgraded and retitled with effect from April 1, 2011.
1				
1	<b>Total - Embassy In Havana, Cuba</b>			

**High Commission In Abuja, Nigeria**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5102] of Accounting Technician/Office Manager (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1	<b>Total - High Commission In Abuja, Nigeria</b>			

**Embassy In Tokyo, Japan**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 5119] of Accounting Technician 3 retitled with effect from April 1, 2011.
1				
1	<b>Total - Embassy In Tokyo, Japan</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Foreign Affairs And Foreign Trade**

**Embassy, Peoples Republic of China**

Home Based Staff

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No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 61023] of Accounting Technician 2 (FMG/AT 2) retitled and upgraded with effect from April 1, 2011.
1				
1				
1	<b>Total - Embassy, Peoples Republic of China</b>			

**Jamaican High Commission - South Africa**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Mission Accounts Officer 3, Office Manager	FMG AT	3	Post [# 59147] of Accounting Technician 3 retitled with effect from April 1, 2011.
1				
1	<b>Total - Home Based Staff</b>			
1	<b>Total - Jamaican High Commission - South Africa</b>			

**Embassy in Kuwait**

Home Based Staff

---

No of Offices	Office	Classification	Grade	Remarks
1	Ambassador	FSG FSO	7	New post [# 63222] with effect from October 1, 2010.
1	Minister/Counsellor	FSG FSO	4	New post [# 63223] with effect from April 1, 2010.
1	First Secretary	FSG FSO	2	New post [# 63224] with effect from April 1, 2011
1	Accountant/Office Manager	FMG AT	2	New post [# 63225] with effect from October 1, 2010.
1	Senior Secretary	OPS SS	3	New post [# 63226] with effect from April 1, 2011
5	<b>Total - Home Based Staff</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry Of Foreign Affairs And Foreign Trade**

**Embassy in Kuwait**

**Locally Engaged Staff**

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<b>No of Offices</b>	<b>Office</b>	<b>Classification Grade</b>	<b>Remarks</b>
1	Bilingual Secretary/Receptionist		New post [# 63227] with effect from October 1, 2010.
1	Translator		New post [# 63228] with effect from April 1, 2011.
1	Chauffeur		New post [# 63229] with effect from October 1, 2010.
1	Messenger/Driver		New post [# 63230] with effect from April 1, 2011.
1	Office Attendant		New post [# 63231] with effect from April 1, 2011.
<b>5</b>			
<b>5</b>	<b>Total - Locally Engaged Staff</b>		
<b>10</b>	<b>Total - Embassy in Kuwait</b>		
<b>73</b>	<b>Total - Ministry Of Foreign Affairs And Foreign Trade</b>		

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Tourism**

**Corporate Services**

**Office Management**

---

No of Offices	Office	Classification	Grade	Remarks
1	Office Manager	GMG AM	4	Post [# 525] formerly GMG/AM 3 upgraded with effect from January 1, 2010.
1	Office Messenger/Driver	LMO DR	1	Post [# 56197] of Attendant/Messenger (LMO/TS 2) reclassified and retitled with effect from January 1, 2010.
2				
2	<b>Total - Office Management</b>			

**Documentation/Information/Access Services**

---

No of Offices	Office	Classification	Grade	Remarks
1	Systems Support Officer	MIS IT	6	Post [# 7239] formerly MIS/IT 3 upgraded with effect from January 1, 2010.
1				
1	<b>Total - Documentation/Information/Access Services</b>			
3	<b>Total - Corporate Services</b>			
3	<b>Total - Ministry Of Tourism</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry Of Labour And Social Security**

**Labour**

**General Administration**

Internal Audit

No of Offices	Office	Classification	Grade	Remarks
1	Chief Internal Auditor	FMG AS	5	Post [# 5268] formerly FMG/AS 4 upgraded with effect from April 1, 2011.
2	Auditor	FMG AS	4	Two (2) posts [#s 5269-70] of Senior Auditor (FMG/AS 3) upgraded and retitled with effect from April 1, 2011.
3	Auditor	FMG AS	3	Three (3) posts [#s 5271 & 5273-4] formerly FMG/AS 2 upgraded with effect from April 1, 2011.
3	Auditor	FMG AS	2	Three (3) posts [#s 5277-9] of Assistant Auditor (FMG/AS 1) upgraded and retitled with effect from April 1, 2011.
<b>9</b>				
<b>9</b>	<b>Total - General Administration</b>			

**Finance and Accounts**

Salaries

No of Offices	Office	Classification	Grade	Remarks
1	Accounting Technician 2	FMG AT	2	Post [# 5492] of Accounting Technician 1 (FMG/AT 1) retitled and upgraded with effect from April 1, 2011.
<b>1</b>				
<b>1</b>	<b>Total - Finance and Accounts</b>			
<b>10</b>	<b>Total - Labour</b>			

**Social Security**

**General Administration**

Support Services

No of Offices	Office	Classification	Grade	Remarks
1	Driver	LMO DR	2	Post [# 5478] of Driver 1 (LMO/DR 1) upgraded with effect from April 1, 2011.
<b>1</b>				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Labour And Social Security**

**Social Security**

**General Administration**

1      **Total - General Administration**

1      **Total - Social Security**

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11     **Total - Ministry Of Labour And Social Security**

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Education**

**Direction And Administration**

---

No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 6189] to be abolished when vacant.
<b>1</b>				

**Total - Direction And Administration**

**Human Resource Management And Administration**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Personnel	GMG SEG	2	Post [# 6202] to be abolished when vacant.
<b>1</b>				

**Professional Development Unit**

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No of Offices	Office	Classification	Grade	Remarks
1	Director, Professional Development Unit	GMG EO	4	Post [# 6616] to be abolished when vacant.
1	Deputy Director, Human Resource Development	GMG SEG	2	Post [# 6617] to be abolished when vacant.
1	Education Officer	GMG EO	2	Post [# 7138] to be abolished when vacant.
<b>3</b>				
<b>3</b>	<b>Total - Professional Development Unit</b>			
<b>4</b>	<b>Total - Human Resource Management And Administration</b>			

**Human Resource Management And Development Branch**

---

No of Offices	Office	Classification	Grade	Remarks
1	Senior Director	GMG SEG	4	New post [# 63247] with effect from February 1, 2011.
<b>1</b>				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Education**

**Human Resource Management And Development Branch**

**Human Resource Management**

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No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	3	New post [# 63248] with effect from February 1, 2011.
1				
1	<b>Total - Human Resource Management</b>			

**Human Resource Development**

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No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	3	New post [# 63249] with effect from February 1, 2011.
1				
1	<b>Total - Human Resource Development</b>			

**Employee Relations**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	3	New post [# 63250] with effect from February 1, 2011.
1				
1	<b>Total - Employee Relations</b>			

**Organizational Development**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	3	New post [# 63251] with effect from February 1, 2011.
1				
1	<b>Total - Organizational Development</b>			

**Performance Management & Appraisal System**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director	GMG SEG	2	New post [# 63252] with effect from February 1, 2011.
1	Human Resource Officer	GMG AM	4	New post [# 63252] with effect from February 1, 2011.
2				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

## **Ministry of Education**

### **Human Resource Management And Development Branch**

#### **Performance Management & Appraisal System**

**2 Total - Performance Management & Appraisal System**

**7 Total - Human Resource Management And Development Branch**

### **Facilities And Utilities Management**

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
3	Chief Attendant	LMO TS	3	Post [# 6374] formerly LMO/TS 2 upgraded with effect from July 1, 2000 and two (2) posts [#s 6372-3] formerly LMO/TS 2 upgraded with effect from June 1, 2010.
<b>3</b>				
<b>3</b>	<b>Total - Facilities And Utilities Management</b>			

## **Educational Services Division**

### **Curriculum And Support Services**

#### **Technical And Vocational Unit**

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Administrative Assistant	GMG AM	3	Post [# 6686] of Administrator 2 (GMG/PMA 2) retitled and reclassified with effect from April 1, 2002.
<b>1</b>				
<b>1</b>	<b>Total - Curriculum And Support Services</b>			

## **Student Assessment**

### **Office Management**

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Office Manager	GMG AM	2	Post [# 53818] formerly GMG/PMA 3 reclassified with effect from April 1, 2002.
<b>1</b>				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Education**

**Educational Services Division**

**Student Assessment**

**Item Bank**

---

No of Offices	Office	Classification	Grade	Remarks
1	Item Bank Supervisor	GMG AM	2	Post [# 53823] formerly GMG/PMA 3 reclassified with effect from April 1, 2002.
1				
2	<b>Total - Student Assessment</b>			
3	<b>Total - Educational Services Division</b>			

**Tertiary**

---

No of Offices	Office	Classification	Grade	Remarks
1	Tutor 2	NPG RN	5	Post [# 58014] transferred from the Ministry of Health with effect from April 1, 2010.
11	Tutor 1	NPG RN	4	Eleven (11) posts [#s 58015-25] transferred from the Ministry of Health with effect from April 1, 2010.
12				

**Direction And Administration**

---

No of Offices	Office	Classification	Grade	Remarks
1	Administrator 2	GMG AM	2	Post [# 6794] formerly GMG/PMA 2 reclassified with effect from April 1, 2002.
1				
1	<b>Total - Direction And Administration</b>			
13	<b>Total - Tertiary</b>			
31	<b>Total - Ministry of Education</b>			

---

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Energy And Mining**

**Executive Office**

---

No of Offices	Office	Classification	Grade	Remarks
1	Chief Technical Director	GMG CTD	1	New post [# 63214] with effect from October 1, 2010.
1				
1	<b>Total - Executive Office</b>			

**Human Resource Management And Administration**

**Office Management and Transportation**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Procurement and Office Services	GMG SEG	2	Post [# 50680] of Director 1 (GMG/SEG 1) retitled and upgraded with effect from January 1, 2011.
4	Driver 1	LMO DR	1	Posts [#s 50686-7 & 50689-90] were incorrectly listed as Driver in the 2010 CSE (General) Order.
5				
5	<b>Total - Office Management and Transportation</b>			

**Information & Documentation Branch**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director 3	GMG SEG	3	Post [# 7289] was incorrectly listed as Director in the 2010 CSE (General) Order.
2	Records Clerk	PIDG RIM	1	Posts [#s 8733 & 50671] were incorrectly listed as Records Clerk 1 in 2010 CSE (General) Order.
3				
3	<b>Total - Information &amp; Documentation Branch</b>			
8	<b>Total - Human Resource Management And Administration</b>			



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Energy And Mining**

**Electricity Division**

**Office Services**

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Records Clerk	PIDG RIM	1	Post [# 8987] was incorrectly listed as post # 58987 in the 2010 CSE (General) Order.
1				
1	<b>Total - Office Services</b>			
1	<b>Total - Electricity Division</b>			
<hr/>				
10	<b>Total - Ministry of Energy And Mining</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Agriculture And Fisheries**

**Central Direction and Control Unit**

---

No of Offices	Office	Classification	Grade	Remarks
1	Co-ordinator Special Projects	GMG SEG	2	Post [# 445] of Executive Assistant (GMG/SEG 1) retitled and upgraded with effect from May 1, 2009.
1				
1	<b>Total - Central Direction and Control Unit</b>			

**Human Resource Management and Development**

**Facilities and Property Management Branch**

Administration

---

No of Offices	Office	Classification	Grade	Remarks
1	Cleaner/Attendant	LMO TS	2	Post [# 8373] of Gateman (LMO/TS 1) transferred from Operation and Farm Management Branch, retitled and upgraded with effect from September 1, 2010.
1				

Transport/Fleet Management

---

No of Offices	Office	Classification	Grade	Remarks
1	Caretaker	LMO TS	3	Post [# 7499] of Artisan Helper (LMO/TS 1) retitled and upgraded with effect from September 1, 2010.
1				
2	<b>Total - Facilities and Property Management Branch</b>			
2	<b>Total - Human Resource Management and Development</b>			

**Agricultural Planning And Policy**

**Agricultural Marketing Information Branch**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Agricultural Marketing & Information	GMG SEG	5	Post [# 7562] of Director, Data Bank & Evaluation (SOG/ST 8) reclassified and retitled with effect from April 1, 2010.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Agriculture And Fisheries**

**Agricultural Planning And Policy**

**Agricultural Marketing Information Branch**

No of Offices	Office	Classification	Grade	Remarks
1	Senior Secretary	OPS SS	3	Post [# 7566] formerly listed under Data Bank & Evaluation.
1	Secretary 2	OPS SS	2	Post [# 50901] formerly listed under Data Bank and Evaluation.

**3**

**Data Analysis & Design Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Data Analysis	SOG ST	8	New post [# 63209] with effect from April 1, 2010.
2	Statistician	SOG ST	7	Two (2) posts [# 7568-9] formerly SOG/ST 6 upgraded with effect from April 1, 2010.

**3**

**Agricultural Services Unit (formerly Agricultural Marketing & Credit Serv)**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Agricultural Services	GMG SEG	4	Post [# 8140] of Director retitled with effect from April 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 8142] formerly listed under Agricultural Marketing & Credit Services.
2	Secretary 2	OPS SS	2	Two (2) posts [#s 8143-4] formerly listed under Agricultural Marketing and Credit Services.

**4**

**Agricultural Incentives Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Agricultural Incentives Unit	GMG SEG	2	New post [# 63210] with effect from April 1, 2010.
1	Incentives Officer	GMG SEG	1	Post [# 8154] formerly listed under Commodity Monitoring and Information.

**2**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Agriculture And Fisheries**

**Agricultural Planning And Policy**

**Agricultural Marketing Information Branch**

**Reports & Evaluation**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Reports & Evaluation	GMG SEG	3	Post [# 7609] of Assistant Director, Monitoring and Evaluation (SOG/ST 7) reclassified and retitled with effect from April 1, 2010.

**1**

**Market Research**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Market Research	SOG ST	8	Post [# 8148] of Director, Market Research, Grades & Standards (SOG/ST 7) retitled and upgraded with effect from April 1, 2010.
1	Senior Research Officer	SOG ST	7	Post [# 8150] of Commodity Specialist (SOG/ST 6) retitled and upgraded with effect from April 1, 2010.
2	Research Officer	SOG ST	6	Post [# 8151] of Research Officer (SOG/ST 5) upgraded and one (1) post [# 8141] of Commodity Specialist retitled with effect from April 1, 2010.

**4**

**Field Operations**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Field Operations	SOG ST	8	Post [# 7563] of Assistant Director of Data Collections & Statistics (SOG/ST 7) retitled and upgraded with effect from April 1, 2010.
3	Regional Data Collection Officer	SOG ST	5	Three (3) posts [#s 7577-9] of Data Collections Administrator retitled with effect from April 1, 2010.
16	Data Collection Officer	SOG ST	3	Sixteen (16) posts [#s 7580-1, 7583-7, 7590 & 7592-9] of Data Collecting Officer 2 (PIDG/RIM 3) retitled and reclassified with effect from April 1, 2010.

**20**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Agriculture And Fisheries**

**Agricultural Planning And Policy**

**Agricultural Marketing Information Branch**

**Stakeholder Liaison Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Stakeholder Liaison	GMG SEG	3	Post [# 8153] of Director (SOG/ST 7) retitled and reclassified with effect from April 1, 2010.
1	Monitoring Officer	GMG SEG	2	One (1) post [# 8155] of Statistician (SOG/ST 6) retitled and reclassified with effect from April 1, 2010.
1	Assistant Monitoring Officer	GMG SEG	1	Post [# 8288] of Regional Sociologist (SOG/ST 5) retitled and reclassified with effect from April 1, 2010.
<b>3</b>				

**Agri-Business & Market Distribution Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Agri Business	GMG SEG	3	Post [# 7546] of Agricultural Economist 1 (SOG/ST 5) retitled and reclassified with effect from April 1, 2010.
1	Market Development Officer	GMG SEG	2	Post [# 8149] of Commodity Specialist (SOG/ST 6) retitled and reclassified with effect from April 1, 2010.
1	Assistant Market Development Officer	GMG SEG	1	Post [# 8156] of Statistical Co-ordinator (SOG/ST 3) retitled and reclassified with effect from April 1, 2010.
1	Secretary 2	OPS SS	2	Post [# 8145] of Secretary 1 (OPS/SS 1) upgraded and retitled with effect from April 1, 2010.

**4**

**Agricultural Information Systems Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Manager	MIS IT	6	New post [# 63215] with effect from April 1, 2011.
1	Senior Systems Analyst	MIS IT	5	New post [# 63216] with effect from April 1, 2011.
1	Database Administrator	MIS IT	4	New post [# 63217] with effect from April 1, 2011.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Agriculture And Fisheries**

**Agricultural Planning And Policy**

**Agricultural Marketing Information Branch**

Agricultural Information Systems Unit

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No of Offices	Office	Classification	Grade	Remarks
1	Web Designer	MIS IT	4	New post [#63218] with effect from April 1, 2011.
1	Agricultural Economist	SOG ST	7	Post [# 7610] formerly SOG/ST 6 upgraded with effect from April 1, 2011.
1	Sociologist	SOG ST	7	Post [# 7611] formerly SOG/ST 6 upgraded with effect from April 1, 2011.
2	Statistical Officer	SOG ST	4	Posts [#s 7571 & 7573] formerly GMG/AM 2 reclassified with effect from April 1, 2011.
1	Liaison Officer	GMG AM	4	New post [# 63219] with effect from April 1, 2011.
<b>9</b>				
<b>53</b>	<b>Total - Agricultural Marketing Information Branch</b>			
<b>53</b>	<b>Total - Agricultural Planning And Policy</b>			

**Technical Services Directorate**

**Veterinary Services Division**

Administration

---

No of Offices	Office	Classification	Grade	Remarks
1	Caretaker	LMO TS	3	New post [# 63213] with effect from September 1, 2010.
<b>1</b>				

Laboratory Services

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No of Offices	Office	Classification	Grade	Remarks
4	Senior Veterinary Medical Technologist	PMG VMT	2	Four (4) posts [#s 7949-52] of Veterinary Medical Technologist retitled with effect from January 1, 2001.
<b>4</b>				
<b>5</b>	<b>Total - Veterinary Services Division</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Agriculture And Fisheries**

**Technical Services Directorate**

**Research and Development Division**

Accounts

---

No of Offices	Office	Classification	Grade	Remarks
1	Cashier	FMG CS	2	Post [# 7362] formerly FMG/CS1 upgraded with effect from December 1, 2009.
1				
1	<b>Total - Research and Development Division</b>			
6	<b>Total - Technical Services Directorate</b>			

**Policy Co-ordination & Administration**

**Corporate & Strategic Planning**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Corp/Strategic Plang. & Perf. Monitoring	GMG SEG	4	Post [# 50909] of Director (GMG/SEG 3) retitled and upgraded with effect from May 1, 2009.
1				
1	<b>Total - Corporate &amp; Strategic Planning</b>			
1	<b>Total - Policy Co-ordination &amp; Administration</b>			

**Rural Physical Planning**

---

No of Offices	Office	Classification	Grade	Remarks
1	Attendant	LMO TS	1	New post [# 63211] with effect from September 1, 2010.
1	Gardener	LMO TS	1	New post [# 63212] with effect from September 1, 2010.
2				
2				
2	<b>Total - Rural Physical Planning</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Agriculture And Fisheries**

**Fisheries Division**

**Aquaculture Branch**

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Accounting Technician 2	FMG AT	2	Post [# 8092] of Accounting Clerk 2 (FMG/AC 2) reclassified and retitled with effect from December 1, 2009.
1				
1	<b>Total - Aquaculture Branch</b>			
1	<b>Total - Fisheries Division</b>			
<hr/>				
66	<b>Total - Ministry of Agriculture And Fisheries</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Industry, Investment And Commerce**

**Legal Services**

No of Offices	Office	Classification	Grade	Remarks
1	Legal Director	JLG LO	3	C.D. Post [# 461] transferred from the Copyright Unit of the former Ministry of Industry, Technology, Energy and Commerce (MITEC) with effect from April 1, 2010.
1	Senior Legal Officer	JLG LO	4	C.D. Post [# 8696] of Legal Officer retitled with effect from February 1, 2009.
2				
2				
2	<b>Total - Legal Services</b>			

**Finance And Accounts**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Finance	FMG PA	2	Post [# 61110] of Accountant retitled with effect from August 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 50611] transferred from the Executive Office with effect from April 1, 2010.
1	Director, Budget	FMG PA	3	Post [# 62970] was incorrectly listed as Budget Director [FMG/PA 2] in 2010 CSE (G) Order.
3				
3				
3	<b>Total - Finance And Accounts</b>			

**Corporate Affairs And Services**

No of Offices	Office	Classification	Grade	Remarks
1	Senior Secretary	OPS SS	3	Post [# 50331] transferred from the Copyright Unit of the former Ministry of Industry, Technology, Energy and Commerce with effect from April 1, 2010.
1				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Industry, Investment And Commerce**

**Corporate Affairs And Services**

**Human Resource Management & Administration**

---

No of Offices	Office	Classification	Grade	Remarks
1	Industrial Relations Officer	GMG AM	3	Post [# 50662] transferred from the Ministry of Energy & Mining with effect from July 1, 2010.
1	Secretary 2	OPS SS	2	Post [# 8924] transferred from the Corporate Affairs Division with effect from April 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 61548] transferred from Procurement and Office Services with effect from April 1, 2010.

**3**

**3 Total - Human Resource Management & Administration**

**Procurement And Office Services**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Office Management and Transportation	GMG SEG	1	New post [# 63232] with effect from January 1, 2011.
1	Inventory Officer	PIDG RIM	3	New post [# 63233] with effect from January 1, 2011.

**2**

**2 Total - Procurement And Office Services**

**6 Total - Corporate Affairs And Services**

**Industry Division**

**Business Facilitation Unit**

---

No of Offices	Office	Classification	Grade	Remarks
2	Director 1	GMG SEG	1	Two (2) posts [#s 8697 & 8751] of Monitoring Officer retitled with effect from April 1, 2010.

**2**

**2 Total - Business Facilitation Unit**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Industry, Investment And Commerce**

**Industry Division**

**Manufacturing & Incentive Monitoring Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director 3	GMG SEG	3	Post [# 59121] of Director, retitled with effect from April 1, 2010.
1	Director 1	GMG SEG	1	Post [# 50713] of Monitoring & Facilitation Officer 1 retitled with effect from April 1, 2010.
<b>2</b>				
<b>2</b>	<b>Total - Manufacturing &amp; Incentive Monitoring Unit</b>			

**Scrap Metal Monitoring Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director 1	GMG SEG	2	Post [# 8764] of Monitoring & Facilitation Officer 2 retitled with effect from April 1, 2010.
<b>1</b>				
<b>1</b>	<b>Total - Scrap Metal Monitoring Unit</b>			

**Small Business Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director 1	GMG SEG	1	Post [# 59122] of Incentive Officer retitled and transferred from the Industry Division with effect from April 1, 2010.
<b>1</b>				
<b>1</b>	<b>Total - Small Business Unit</b>			

**Trade Relations Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Director 1	GMG SEG	1	Post [# 8765] of Trade Relations & Research Officer retitled and transferred from the Industry Division with effect from April 1, 2010.
<b>1</b>				
<b>1</b>	<b>Total - Trade Relations Unit</b>			
<b>7</b>	<b>Total - Industry Division</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Industry, Investment And Commerce**

**Investment Division**

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No of Offices	Office	Classification	Grade	Remarks
1	Project Planning Specialist	SOG ST	7	Post [# 8754] transferred from Policy Planning, Projects & Research with effect from April 1, 2010.
1				
1	<b>Total - Investment Division</b>			

**Commerce Division**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Commodities	GMG SEG	2	Post [# 50325] of Director 2 retitled with effect from April 1, 2010.
1				
1				
1	<b>Total - Commerce Division</b>			

**Jamaica Intellectual Property Office (JIPO)**

---

No of Offices	Office	Classification	Grade	Remarks
1	Copyright Officer	GMG SEG	2	Post [# 456] transferred from the Copyright Unit of the former Ministry of Industry, Technology, Energy and Commerce with effect from April 1, 2010.
1				
1	<b>Total - Jamaica Intellectual Property Office (JIPO)</b>			

**Food Storage And Infestation Prevention Division**

---

No of Offices	Office	Classification	Grade	Remarks
3	Driver	LMO DR	1	Three (3) posts [#s 8809-11] formerly LMO 3 reclassified with effect from April 1, 2010.
3				
3				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of Industry, Investment And Commerce**

**Food Storage And Infestation Prevention Division**

**3 Total - Food Storage And Infestation Prevention Division**

**Co-operative And Friendly Societies Division**

**Inspectorate**

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Director, Inspectorate	GMG SEG	1	Post [# 24463] of Deputy Registrar of Co-operative Societies retitled with effect from April 1, 2010.
1				
1	<b>Total - Inspectorate</b>			
1	<b>Total - Co-operative And Friendly Societies Division</b>			
<b>25</b>	<b>Total - Ministry of Industry, Investment And Commerce</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Post And Telecommunications**

**General Administration**

Internal Audit

---

No of Offices	Office	Classification	Grade	Remarks
2	Auditor	FMG AS	2	New posts [# 63245-46] with effect from January 2, 2011.

2

**2 Total - General Administration**

**Building Repair And Maintenance**

---

No of Offices	Office	Classification	Grade	Remarks
1	Assistant Building Engineer	SOG ST	5	New post [# 63221] with effect from January 1, 2011.

1

**1 Total - Building Repair And Maintenance**

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**3 Total - Post And Telecommunications**

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry Of Water & Housing**

**Housing Directorate**

**Housing Estate And Land Management**

Technical Services

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Organization Development	GMG SEG	3	Post [# 56412] of Director, Operation Pride (GMG/SEG 2) retitled and upgraded with effect from January 1, 2011.
1				
1	<b>Total - Housing Estate And Land Management</b>			
1	<b>Total - Housing Directorate</b>			

**Posts formerly listed under the Ministry of Environment And Housing**

**General Administration**

Human Resource Management

---

No of Offices	Office	Classification	Grade	Remarks
1	Senior Director, Human Resource Mgmt. And Dev.	GMG SEG	4	Post [# 12454] of Senior Director (GMG/SEG 4) re-instated with effect from April 1, 2008 and retitled with effect from May 1, 2009.
1	Director, Human Resource Development	GMG SEG	3	Post [# 58143] of Financial Planning Analyst (SOG/ST 6) retitled and reclassified with effect from January 1, 2011.
1	Director, Human Resource Management	GMG SEG	3	Post [# 12458] of Director, Personnel (GMG/SEG 2) upgraded and retitled with effect from May 1, 2009.
1	Human Resource Officer	GMG AM	4	Post [# 12456] of Industrial Relations Officer (GMG/PMA 4) re-instated with effect from April 1, 2008 and reclassified and retitled with effect from May 1, 2009.
4				

Personnel

---

No of Offices	Office	Classification	Grade	Remarks
1	Human Resource Officer	GMG AM	4	Post [# 12464] of Administrator 2 (GMG/PMA 2) re-instated with effect from April 1, 2008 and reclassified and retitled with effect from May 1, 2009.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry Of Water & Housing**

**Posts formerly listed under the Ministry of Environment And Housing**

**General Administration**

Personnel

---

No of Offices	Office	Classification	Grade	Remarks
1	Records Officer 1	PIDG RIM	2	Post [# 12466] re-instated with effect from April 1, 2008.

2

Internal Audit

---

No of Offices	Office	Classification	Grade	Remarks
1	Records Officer 1	PIDG RIM	2	Post [# 12349] of Clerical Officer 3 (OPS/CR 2) re-instated with effect from April 1, 2008, retitled and reclassified with effect from May 1, 2009.

1

7 **Total - General Administration**

7 **Total - Posts formerly listed under the Ministry of Environment And Housing**

**Technical Services (formerly listed under the Ministry of Environment & Housing)**

**Housing Division**

Research Branch

---

No of Offices	Office	Classification	Grade	Remarks
1	Secretary 2	OPS SS	2	Post [# 12523] of Records Officer 1 (PIDG/RIM 2) re-instated with effect from April 1, 2008 and reclassified and retitled with effect from May 1, 2009.

1

1 **Total - Housing Division**

**Land**

Squatter Management Branch

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Squatter Management	GMG SEG	3	Post [# 58983] re-instated with effect from April 1, 2008.



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry Of Water & Housing**

**Technical Services (formerly listed under the Ministry of Environment & Housing)**

**Land**

Squatter Management Branch

---

<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Community Development and Planning Officer	GMG SEG	2	Post [# 58984] re-instated with effect from April 1, 2008.
1	Secretary 2	OPS SS	2	Post [# 12512] re-instated with effect from April 1, 2008.
<b>3</b>				
<b>3</b>	<b>Total - Land</b>			
<b>4</b>	<b>Total - Technical Services (formerly listed under the Ministry of Environment &amp; Housing)</b>			
<b>12</b>	<b>Total - Ministry Of Water &amp; Housing</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of National Security**

**Programmes And Management Co-ordination Division**

**Defence, Police And Corrections Section**

---

No of Offices	Office	Classification	Grade	Remarks
1	Administrator	GMG AM	3	Post [# 13374] formerly GMG/AM 4 regraded and redcircled with effect from July 1, 2003.
1				
1	<b>Total - Defence, Police And Corrections Section</b>			
1	<b>Total - Programmes And Management Co-ordination Division</b>			

**Maintenance And Operations, Jamaica Defence Force**

**Personnel Administration**

---

No of Offices	Office	Classification	Grade	Remarks
1	Human Resource & Administration Manager	GMG SEG	2	Post [# 13575] of Senior Personnel Officer (GMG/AM 4) reclassified and retitled with effect from April 1, 2010.
1	Administrative Assistant	GMG AM	3	Post [# 13576] of Administrator (GMG/AM 2) retitled and upgraded with effect from April 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 13577] of Secretary 2 (OPS/SS 2) retitled and upgraded with effect from April 1, 2010.
2	Human Resource Officer	GMG AM	2	Two (2) posts [#s 13578-9] of Records Officer 1 (PIDG/RIM 2) retitled and reclassified with effect from April 1, 2010.
1	Registrar	PIDG RIM	3	Post [# 13759] of Records Officer 1 (PIDG/RIM 2) retitled and upgraded with effect from April 1, 2010.
1	Human Resource Officer	GMG AM	2	Post [# 13973] of Storeman (GLS 1) reclassified and retitled with effect from April 1, 2010.
1	Cleaner/Attendant	LMO TS	2	New post [# 63203] with effect from April 1, 2010.
8				
8	<b>Total - Personnel Administration</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of National Security**

**Maintenance And Operations, Jamaica Defence Force**

**Accounts**

No of Offices	Office	Classification	Grade	Remarks
1	Accountant 2	FMG PA	2	Post [# 13580] of Accounting Technician 3 (FMG/AT 3) reclassified and retitled with effect from April 1, 2010.
1	Accountant 1	FMG PA	1	Post [#13581] of Accounting Technician 2 (FMG/AT 2) retitled and reclassified with effect from April 1, 2010.
2	Accounting Technician 2	FMG AT	2	Post [# 13582] of Accounting Technician 1 (FMG/AT 1) upgraded and retitled with effect from April 1, 2010 and post [# 13598] of Accounting Clerk 1 (FMG/AC 1) reclassified and retitled with effect from April 1, 2010.
2	Accounting Technician 3	FMG AT	3	Two (2) posts [#s 13583-4] of Accounting Technician 1 (FMG/AT 1) retitled and upgraded with effect from April 1, 2010.
1	Accounting Technician 1	FMG AT	1	Post [# 13585] of Accounting Clerk 2 (FMG/AC 2) reclassified and retitled with effect from April 1, 2010.
3	Accounting Technician 1	FMG AT	1	Three (3) posts [#s 13586-8] of Accounting Clerk 2 (FMG/AC 2) reclassified and retitled with effect from April 1, 2010.
2	Accounting Technician 1	FMG AT	1	Two (2) posts [#s 13592 & 13601] of Accounting Clerk 1 (FMG/AC 1) reclassified and retitled with effect from April 1, 2010.
14	Accounting Clerk 2	FMG AC	2	Fourteen (14) posts [#s 13589-91, 13593-4, 13596-7, 13599-13600 & 13602-13606] of Accounting Clerk 1 (FMG/AC 1) retitled and upgraded with effect from April 1, 2010.
1	Senior Data Preparation Officer	MIS IT	3	Post [# 13609] of Data Preparation Clerk 1 (MIS/IT 1) retitled and upgraded with effect from April 1, 2010.
1	Data Preparation Officer	MIS IT	2	Post [# 13610] of Data Preparation Clerk 1 (MIS/IT 1) retitled and upgraded with effect from April 1, 2010.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of National Security**

**Maintenance And Operations, Jamaica Defence Force**

**Accounts**

No of Offices	Office	Classification	Grade	Remarks
1	Cashier	FMG CS	2	Post [# 13595] of Accounting Clerk 1 (FMG/AC 1) reclassified and retitled with effect from April 1, 2010.
2	Secretary 2	OPS SS	2	Two (2) posts [#s 13613-4] of Secretary 1 (OPS/SS 1) retitled and upgraded with effect from April 1, 2010.
<b>31</b>				
<b>31</b>	<b>Total - Accounts</b>			

**Headquarters**

No of Offices	Office	Classification	Grade	Remarks
3	Senior Secretary	OPS SS	3	Three (3) posts [#s 13618-20] of Secretary 2 (OPS/SS 2) retitled and upgraded with effect from April 1, 2010.
<b>3</b>				
<b>3</b>	<b>Total - Headquarters</b>			

**Garrison Administrative Unit**

No of Offices	Office	Classification	Grade	Remarks
1	Accounting Technician 2	FMG AT	2	Post [# 60977] of Accounting Clerk (FMG/AC 2) reclassified and retitled with effect from April 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 13612] of Secretary 2 (OPS/SS 2) retitled and upgraded with effect from April 1, 2010.
<b>2</b>				
<b>2</b>	<b>Total - Garrison Administrative Unit</b>			

**Military Stores Depot**

No of Offices	Office	Classification	Grade	Remarks
1	Accounting Clerk 2	FMG AC	2	Post [# 13753] of Accounting Clerk 1 (FMG/AC 1) retitled and upgraded with effect from April 1, 2010.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of National Security**

**Maintenance And Operations, Jamaica Defence Force**

**Military Stores Depot**

---

1

1 **Total - Military Stores Depot**

**Force Engineering**

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No of Offices	Office	Classification	Grade	Remarks
1	Chief Draughtsman	SOG ST	5	Post [# 13789] formerly SOG/ST 3 upgraded with effect from April 1, 2010.
1	Draughtsman	SOG ST	4	Post [# 13792] formerly SOG/ST 3 upgraded with effect from April 1, 2010.
1	Draughtsman	SOG ST	4	Post [# 13790] of Draughtsman 1 (SOG/ST 2) retitled and upgraded with effect from April 1, 2010.

3

3 **Total - Force Engineering**

48 **Total - Maintenance And Operations, Jamaica Defence Force**

**Planning and Finance**

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No of Offices	Office	Classification	Grade	Remarks
1	Financial Systems Manager	FMG PA	2	Post [# 51223] of Manager, Financial Management Information System (FMG/AT 3) retitled and reclassified with effect from December 1, 2010.
1	Executive Secretary 1	OPS SS	4	Post [# 13431] of Senior Secretary (OPS/SS 3) retitled and upgraded with effect from December 1, 2010.

2

2

**Corporate Planning**

---

No of Offices	Office	Classification	Grade	Remarks
1	Senior Director	GMG SEG	4	Post [# 59166] of Director of Corporate Planning retitled with effect from December 1, 2010.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

---

**Ministry of National Security**

**Planning and Finance**

**Corporate Planning**

---

No of Offices	Office	Classification	Grade	Remarks
1	Administrative Support Officer	GMG AM	1	Post [# 59229] of Office Administrator/Team Support retitled with effect from December 1, 2010.

2

**2 Total - Corporate Planning**

**Accounts Payable & Payroll**

---

No of Offices	Office	Classification	Grade	Remarks
1	Director, Accounts Payable and Payroll	FMG PA	4	Post [# 13438] of Director, Finance and Accounts (FMG/PA 3) retitled and upgraded with effect from December 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 13432] of Secretary 2 (OPS/SS 2) retitled and upgraded with effect from December 1, 2010.

2

**Payroll**

---

No of Offices	Office	Classification	Grade	Remarks
1	Manager, Payroll	FMG PA	2	Post [# 56871] of Accounting Technician 3 (FMG/AT 3) retitled and reclassified with effect from December 1, 2010.
1	Senior Payroll Officer	FMG AT	3	Post [# 13476] of Accounting Technician 1 (FMG/AT 1) retitled and upgraded with effect from December 1, 2010.
1	Payroll Officer 2	FMG AT	2	Post [# 13501] of Accounting Technician 1 (FMG/AT 1) upgraded and retitled with effect from December 1, 2010.
1	Payroll Officer 1	FMG AT	1	Post [# 13479] of Accounting Clerk 2 (FMG/AC 2) reclassified and retitled with effect from December 1, 2010.
1	Payroll Clerk	FMG AC	2	Post [# 13463] of Accounting Clerk 2 retitled with effect from December 1, 2010.

5

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of National Security**

**Planning and Finance**

**Accounts Payable & Payroll**

Accounts Payable & Disbursement

No of Offices	Office	Classification	Grade	Remarks
1	Senior Accounts Payable Officer	FMG AT	3	Post [# 13495] of Accounting Technician 1 (FMG/AT 1) retitled and upgraded with effect from December 1, 2010.
2	Accounts Payable Officer	FMG AT	2	One (1) new post [# 63238] with effect from December 1, 2010, and one (1) post [# 13472] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from December 1, 2010.
1	Assistant Accounts Payable Officer	FMG AT	1	Post [# 13481] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from December 1, 2010.
4				
11	<b>Total - Accounts Payable &amp; Payroll</b>			

**Final Accounts & Reporting**

No of Offices	Office	Classification	Grade	Remarks
1	Manager, Final Accounts	FMG PA	3	Post [# 13489] of Accounting Technician 3 (FMG/AT 3) reclassified and retitled with effect from December 1, 2010.
1	Senior Final Accountant	FMG PA	1	Post [# 13491] of Accounting Technician 2 (FMG/AT 2) reclassified and retitled with effect from December 1, 2010.
1	Final Accounts Officer	FMG AT	3	New post [# 63235] with effect from December 1, 2010.
1	Senior Bank Reconciliation Officer	FMG AT	3	Post [# 56870] of Accounting Technician 2 (FMG/AT 2) upgraded and retitled with effect from December 1, 2010.
1	Assistant Final Accounts Officer	FMG AT	2	New post [# 63236] with effect from December 1, 2010.
1	Bank Reconciliation Officer	FMG AT	2	Post [# 13477] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from December 1, 2010.
1	Assistant Final Accounts Officer	FMG AT	2	Post [# 13494] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from December 1, 2010.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of National Security**

**Planning and Finance**

**Final Accounts & Reporting**

No of Offices	Office	Classification	Grade	Remarks
1	Collections Officer	FMG AT	1	Post [# 56869] of Cashier (FMG/CS 1) retitled and reclassified with effect from December 1, 2010.

8

**8 Total - Final Accounts & Reporting**

**Finance & Accounts**

No of Offices	Office	Classification	Grade	Remarks
1	Supernumerary Accounting Technician 1	FMG AT	1	Post [# 13504] to be abolished when vacant.

1

**1 Total - Finance & Accounts**

**Management Accounts**

No of Offices	Office	Classification	Grade	Remarks
1	Director, Management Accounts	FMG PA	4	Post [# 13406] of Director, Budget & Commitment Control (FMG/PA 2) upgraded and retitled with effect from December 1, 2010.
1	Manager, Recurrent Fund	FMG PA	3	Post [# 13408] of Senior Budget & Commitment Officer (FMG/AT 3) retitled and reclassified with effect from December 1, 2010. Post was transferred in error to Ministry of Justice in the 2010 CSE (G) Order.
1	Manager, Capital Account	FMG PA	2	New post [# 63237] with effect from December 1, 2010.
1	Manager, Deposits, Investments & Revenue	FMG PA	2	Post [# 13410] of Commitment Control Officer (FMG/AT 2) reclassified and retitled with effect from December 1, 2010.

4

**4 Total - Management Accounts**

**28 Total - Planning and Finance**

**77 Total - Ministry of National Security**



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Police Department**

Central Control And Executive Direction

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No of Offices	Office	Classification	Grade	Remarks
2	Supernumerary Assistant Commissioner Of Police			Two (2) new posts [#s 63239-40] with effect from January 1, 2011 to December 31, 2012.

2

Civilian Staff

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No of Offices	Office	Classification	Grade	Remarks
2	Senior Secretary	OPS SS	3	Two (2) posts [#s 20641 & 20709] of Secretary 3 retitled with effect from September 1, 2010.
2	Secretary 2	OPS SS	2	Two (2) posts [#s 20656-7] of Stenographer retitled with effect from September 1, 2010.
1	Cook	LMO TS	2	Post [# 20806] of Artisan 4 (AIT 4) reclassified and retitled with effect from September 1, 2010.
1	Auto Body Painter	LMO TS	4	Post [# 20822] of Artisan 3 (AIT 3) reclassified and retitled with effect from September 1, 2010.
1	Mechanic	LMO TS	4	Post [# 20859] formerly AIT 2 reclassified with effect from September 1, 2010.
1	Records Officer 1	PIDG RIM	2	Post [# 20861] of Mechanic (AIT 2) reclassified and retitled with effect from September 1, 2010.

8

Corporate And Special Services

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No of Offices	Office	Classification	Grade	Remarks
1	Property Services Manager	GMG SEG	3	New post [# 63255] with effect from April 1, 2011.

1

Call Centre

---

No of Offices	Office	Classification	Grade	Remarks
1	Call Centre Manager	GMG SEG	1	New post [# 63166] with effect from June 1, 2010.
1	Call Centre Shift Supervisor	GMG AM	4	New post [# 63167] with effect from June 1, 2010.

2

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Police Department**

**Finance and Administration**

**Transport & Repairs Branch**

---

No of Offices	Office	Classification	Grade	Remarks
2	Chief Workshop Supervisor	SOG ST	5	Two (2) new posts [#s 63168-9] with effect from June 1, 2010.
2	Supervisor - Car & Light Truck Maintenance	SOG ST	4	Two (2) new posts [#s 63170-1] with effect from June 1, 2010.
2	Supervisor - Automobile Body Repairs	SOG ST	4	Two (2) new posts [#s 63172-3] with effect from June 1, 2010.
2	Motor Vehicle Inspector	SOG ST	3	Two (2) new posts [#s 63174-5] with effect from June 1, 2010.
2	Supervisor - Automobile Assessor	SOG ST	3	Two (2) new posts [#s 62176-7] with effect from June 1, 2010.
<b>10</b>				
<b>10</b>	<b>Total - Transport &amp; Repairs Branch</b>			
<b>10</b>	<b>Total - Finance and Administration</b>			

**Medical Services Branch**

---

No of Offices	Office	Classification	Grade	Remarks
1	Clinical Director	MDG MO	5	Post [# 58738] of Consultant Psychiatrist (MDG/MO 4) upgraded and retitled with effect from April 1, 2009.
1	Senior Medical Social Worker	GMG SEG	1	New post [# 63204] with effect from April 1, 2009.
2	Medical Social Worker	SWG PS	2	Two (2) posts [#s 60859-60] of Medical Social Worker (SWG/PS 1) upgraded with effect from April 1, 2009.
1	Executive Secretary 1	OPS SS	4	New post [# 63205] with effect from April 1, 2009.
1	Senior Physiotherapist	PMG PT	4	New post [# 63206] with effect from April 1, 2009.
1	Pharmacist	PMG PHS	3	New post [# 63207] with effect from April 1, 2009.
<b>7</b>				
<b>7</b>	<b>Total - Medical Services Branch</b>			

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**30 Total - Police Department**

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Department Of Correctional Services**

**Central Administration**

**General Administration**

Adult Institutions

---

No of Offices	Office	Classification	Grade	Remarks
150	Correctional Officer	PTSG CO	1	One hundred and fifty (150) new posts [#s 63013 - 63162] with effect from June 1, 2010.
<b>150</b>				
<b>150</b>	<b>Total - General Administration</b>			
<b>150</b>	<b>Total - Central Administration</b>			
<b>150</b>	<b>Total - Department Of Correctional Services</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Justice**

**Legal Services**

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No of Offices	Office	Classification	Grade	Remarks
1	Senior Legal Officer	JLG LO	3	C.D. Post [# 14026] of Legal Officer retitled with effect from March 1, 2010. [Comment was omitted from 2010 CSE (General) Order].
1				
1	<b>Total - Legal Services</b>			

**Internal Audit**

---

No of Offices	Office	Classification	Grade	Remarks
1	Audit Manager	FMG AS	4	Post [# 13533] of Auditor Manager retitled with effect from March 1, 2010. [Post was incorrectly listed as Chief Internal Auditor in the 2010 CSE (G) Order].
2	Audit Supervisor	FMG AS	3	Two (2) posts [#s 61129-30] of Auditor Superior retitled with effect from March 1, 2010. [Comment was omitted from 2010 CSE (General) Order].
1	Administrative Secretary	OPS ADS	1	Post [# 61138] of Administrative Assistant retitled with effect from March 1, 2010.
4				
4	<b>Total - Internal Audit</b>			

**Human Resource Management and Administration Division**

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No of Offices	Office	Classification	Grade	Remarks
1	Administrative Secretary	OPS ADS	1	Post [# 60792] of Administrative Assistant retitled with effect from March 1, 2010. [Comment was omitted from 2010 CSE (General) Order].
1				
1				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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## Ministry of Justice

### Human Resource Management and Administration Division

#### Documentation, Information & Access Services

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No of Offices	Office	Classification	Grade	Remarks
1	Director, Documentation/Info & Access Services	GMG SEG	3	Post [# 58882] of Director retitled with effect from March 1, 2010. [Comment was omitted from 2010 CSE (General) Order].
1				
1	<b>Total - Documentation, Information &amp; Access Services</b>			
2	<b>Total - Human Resource Management and Administration Division</b>			

## Finance and Accounts

### Payments

---

No of Offices	Office	Classification	Grade	Remarks
1	Cashier	FMG CS	1	Post [# 13414] of Accountant 1 (Cashier) retitled with effect from March 1, 2010. [Comment was omitted from 2010 CSE (General) Order].
1				
1	<b>Total - Finance and Accounts</b>			

## Justice Training Institute

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No of Offices	Office	Classification	Grade	Remarks
1	Director/Principal	GMG SEG	5	Post [# 56691] of Principal Director retitled with effect from March 1, 2010. [Comment was omitted from 2010 CSE (General) Order].
1				
1	<b>Total - Justice Training Institute</b>			
9	<b>Total - Ministry of Justice</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Court Of Appeal**  
**Information Technology**

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<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Systems Engineer/Analyst	MIS IT	4	New post [# 62888] with effect from April 1, 2010. [Post was incorrectly listed as Systems Analyst/Software Engineer in 2010 CSE (G) Order without comment].
1				
1	<b>Total - Information Technology</b>			
1	<b>Total - Court Of Appeal</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Family Court**

Kingston And St. Andrew

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No of Offices	Office	Classification	Grade	Remarks
2	Judge, Family Court	JLG JD	1	C.D. Two posts [#s 23646 - 47] of Resident Magistrate retitled with effect from March 1, 2010.

2

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**2      Total - Family Court**

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Trustee In Bankruptcy**

**Accounts, Securities And Financial Investigation**

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<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Management Accountant	FMG PA	2	Post [# 21412] of Accountant (FMG/PA 1) retitled and upgraded with effect from April 1, 2011.
1	Financial Accountant	FMG PA	2	Post [# 21413] of Accounting Technician 3 (FMG/AT 3) reclassified and retitled with effect from April 1, 2011.
1	Collections Officer	FMG AC	2	Post [# 21414] of Cashier (FMG/CS 2) retitled and reclassified with effect from April 1, 2011.
1	Accounts Payable Officer	FMG AT	2	Post [# 21415] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from April 1, 2011.
4				
4	<b>Total - Accounts, Securities And Financial Investigation</b>			
4	<b>Total - Trustee In Bankruptcy</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Transport & Works**

**Road Safety Branch**

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<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Director	GMG SEG	3	Post [# 53488] of Senior Director retitled with effect from July 1, 2010.
1				
1	<b>Total - Road Safety Branch</b>			
<hr/>				
1	<b>Total - Ministry of Transport &amp; Works</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Health**

**County Of Cornwall Health Administration**

**Incumbents Seconded to Western Region with effect from January 1, 1999.**

Support Services

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No of Offices	Office	Classification	Grade	Remarks
1	Executive Secretary 1	OPS SS	4	Post [# 28795] of Secretary (OPS/SS 3) upgraded and retitled with effect from October 1, 2010.
1	<b>Total - Incumbents Seconded to Western Region with effect from January 1, 1999.</b>			
1	<b>Total - County Of Cornwall Health Administration</b>			

**Montego Bay Region**

**Incumbents seconded to Western Region with effect from January 1, 1999**

Administration

---

No of Offices	Office	Classification	Grade	Remarks
1	Secretary 2	OPS SS	2	Post [# 34931] of Secretary 1 (OPS/SS 1) retitled and upgraded with effect from October 1, 2010.
1	<b>Total - Incumbents seconded to Western Region with effect from January 1, 1999</b>			
1	<b>Total - Montego Bay Region</b>			

**Liguanea Region (Incumbents seconded to South East Region w.e.f January 1, 1999)**

**I) National Chest Hospital**

Medical And Nursing

---

No of Offices	Office	Classification	Grade	Remarks
1	Supernumerary Senior Medical Officer	MDG MO	5	New post [# 63234] with effect from November 1, 2010 to November 30, 2012.
1	<b>Total - I) National Chest Hospital</b>			
1	<b>Total - Liguanea Region (Incumbents seconded to South East Region w.e.f January 1, 1999)</b>			

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry Of Health**

**Training Of Staff Nurses And Midwives**

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<b>No of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Grade</b>	<b>Remarks</b>
1	Secretary 2	OPS SS	2	Post [# 37660] of Stenographer retitled with effect from April 1, 2010.
1				
1	<b>Total - Training Of Staff Nurses And Midwives</b>			
<hr/>				
4	<b>Total - Ministry Of Health</b>			

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**667**

**SCHEDULE PART III**  
**LIST OF ABOLISHED OFFICES**

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**Ministry Of Finance And The Public Service**  
**General Administration**

**Final Accounts**

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No of Offices	Office	Classification	Grade	Remarks
1	Advance Controller/FMIS Assistant	FMG AT	1	Post [# 1114] abolished with effect from July 1, 2010.
1	Bank Reconciliation Clerk 1	FMG AC	1	Post [# 53849] abolished with effect from July 1, 2010.
<b>2</b>				
<b>2</b>	<b>Total - General Administration</b>			

**Corporate Planning And Administration Division**

**Procurement, Property And Office Services**

**Business Centre**

---

No of Offices	Office	Classification	Grade	Remarks
1	Office Attendant	LMO TS	1	Post [# 1713] abolished with effect from July 1, 2010.
<b>1</b>				
<b>1</b>	<b>Total - Procurement, Property And Office Services</b>			
<b>1</b>	<b>Total - Corporate Planning And Administration Division</b>			

**Public Service Establishment Division**

**Strategic Support Unit (Formerly Permanent Salaries Review Board)**

---

No of Offices	Office	Classification	Grade	Remarks
1	Executive Secretary 1	OPS SS	4	Post [# 1826] abolished with effect from July 1, 2010.
<b>1</b>				
<b>1</b>	<b>Total - Strategic Support Unit (Formerly Permanent Salaries Review Board)</b>			

## LIST OF ABOLISHED OFFICES

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### Ministry Of Finance And The Public Service

#### Public Service Establishment Division

#### Benefits Admin./Employee Relations (formerly Employee Relations Branch)

---

No of Offices	Office	Classification	Grade	Remarks
1	Principal Director	GMG SEG	6	Post [# 54700] abolished with effect from July 1, 2010.
1				
1	<b>Total - Benefits Admin./Employee Relations (formerly Employee Relations Branch)</b>			
2	<b>Total - Public Service Establishment Division</b>			

#### Posts From Former Customs Department

##### General Administration

##### Information Technology Unit

---

No of Offices	Office	Classification	Grade	Remarks
1	Senior Development Analyst	MIS IT	5	Post [# 2384] abolished with effect from April 1, 2010.
1				
1	<b>Total - General Administration</b>			

##### Accounts Branch

##### Revenue Accounts

---

No of Offices	Office	Classification	Grade	Remarks
1	Accounting Technician 2	FMG AT	2	Post [# 2113] abolished with effect from April 1, 2010.
1				
1	<b>Total - Accounts Branch</b>			
2	<b>Total - Posts From Former Customs Department</b>			
7	<b>Total - Ministry Of Finance And The Public Service</b>			

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## LIST OF ABOLISHED OFFICES

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### Ministry of Education Educational Services Division Curriculum And Support Services Early Childhood Unit

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No of Offices	Office	Classification	Grade	Remarks
2	Senior Education Officer	GMG EO	3	Post [# 6766] abolished with effect from July 1, 2010 and post [# 53654] abolished with effect from December 7, 2010.
2	Records Officer 1	PIDG RIM	2	Posts [#s 6769-70] abolished with effect from July 1, 2010.
1	Records Clerk	PIDG RIM	1	Post [# 6773] abolished with effect from July 1, 2010.
1	Accounting Clerk 2	FMG AC	2	Post [# 6767] abolished with effect from July 1, 2010.
1	Senior Secretary	OPS SS	3	Post [# 6771] abolished with effect from March 9, 2011.
7				

### Day Care Centre

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No of Offices	Office	Classification	Grade	Remarks
1	Principal Social Worker	SWG PS	4	Post [# 38020] abolished with effect from March 9, 2011.
5	Social Worker 2	SWG PS	2	Post [# 38021] abolished with effect from October 30, 2010, post [# 38022] abolished with effect from August 4, 2010 and posts [#s 38023-5] abolished with effect from July 1, 2010.
1	Secretary	OPS SS	3	Post [# 38028] abolished with effect from July 1, 2010.
7				

**14 Total - Curriculum And Support Services**

**14 Total - Educational Services Division**

### Region I - Kingston

#### Supervision Of Schools - Early Childhood Education

---

No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 6826] abolished with effect from December 31, 2010.

## LIST OF ABOLISHED OFFICES

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### Ministry of Education

#### Region I - Kingston

##### Supervision Of Schools - Early Childhood Education

---

No of Offices	Office	Classification	Grade	Remarks
7	Assistant Education Officer	GMG EO	1	Post [# 6828] abolished with effect from August 14, 2010, three (3) posts [#s 6829-31] abolished with effect from July 1, 2010 and three (3) posts [#s 6833-5] abolished with effect from August 19, 2010.
3	Assistant Education Officer (Resource Centre)	GMG EO	1	Two (2) posts [#s 6836 & 6838] abolished with effect from July 1, 2010 and post [# 6837] abolished with effect from August 4, 2010.
11				
11	<b>Total - Supervision Of Schools - Early Childhood Education</b>			
11	<b>Total - Region I - Kingston</b>			

#### Region II - Portland

##### Supervision Of Schools - Early Childhood Education

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No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 6883] abolished with effect from October 12, 2010.
4	Assistant Education Officer	GMG EO	1	Post [# 6884] abolished with effect from July 29, 2010, post [# 6885] abolished with effect from August 26, 2010, post [# 6886] abolished with effect from October 22, 2010 and post [# 6888] abolished with effect from October 8, 2010,
3	Asst Education Officer (Resource Centre)	GMG EO	1	Post [# 6889] abolished with effect from July 1, 2010, post [# 6890] abolished with effect from December 30, 2010 and post [# 6891] abolished with effect from December 23, 2010.
8				
8	<b>Total - Supervision Of Schools - Early Childhood Education</b>			
8	<b>Total - Region II - Portland</b>			



## LIST OF ABOLISHED OFFICES

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### Ministry of Education

#### Region III - Brown's Town

#### Supervision Of Schools - Early Childhood Education

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No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 6930] abolished with effect from October 21, 2010.
6	Assistant Education Officer	GMG EO	1	Posts [#s 6931 & 6934] abolished with effect from July 1, 2010, post [# 6932] abolished with effect from December 11, 2010, post [# 6933] abolished with effect from August 20, 2010, post [# 6935] abolished with effect from November 27, 2010 and post [# 6936] abolished with effect from January 13, 2010.
3	Asst Education Officer (Resource Centre)	GMG EO	1	Post [# 6937] abolished with effect from November 23, 2010, post [# 6938] abolished with effect from August 13, 2010 and post [# 6939] abolished with effect from August 19, 2010.

10

10 **Total - Supervision Of Schools - Early Childhood Education**

10 **Total - Region III - Brown's Town**

### Region IV - Montego Bay

#### Supervision Of Schools - Early Childhood Education

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No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 6983] abolished with effect from October 20, 2010.
9	Assistant Education Officer	GMG EO	1	Posts [#s 6984 & 6991] abolished with effect from July 1, 2010, post [# 6985] abolished with effect from November 2, 2010, post [# 6986] abolished with effect from August 14, 2010, post [# 6987] abolished with effect from July 7, 2010, post [# 6988] abolished with effect from August 4, 2010, post [# 6989] abolished with effect from December 8, 2010, post [# 6990] abolished with effect from December 2, 2010 and post [# 6992] abolished with effect from August 19, 2010.
3	Asst Education Officer (Resource Centre)	GMG EO	1	Post [# 6993] abolished with effect from October 27, 2010, post [# 6994] abolished with effect from October 21, 2010 and post [# 6995] abolished with effect from July 1, 2010.

## LIST OF ABOLISHED OFFICES

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### Ministry of Education

#### Region IV - Montego Bay

##### Supervision Of Schools - Early Childhood Education

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13

13 Total - Supervision Of Schools - Early Childhood Education

13 Total - Region IV - Montego Bay

#### Region V - Mandeville

##### Supervision Of Schools - Early Childhood

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No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 7041] abolished with effect from December 11, 2010.
5	Assistant Education Officer	GMG EO	1	Post [# 7043] abolished with effect from August 4, 2010, post [# 7044] abolished with effect from August 24, 2010, post [# 7046] abolished with effect from August 11, 2010, post [# 7047] abolished with effect from August 12, 2010 and post [# 7048] abolished with effect from July 1, 2010.
3	Asst Education Officer (Resource Centre)	GMG EO	1	Post [# 7049] abolished with effect from August 6, 2010, post [# 7050] abolished with effect from August 11, 2010 and post [# 7051] abolished with effect from January 4, 2011.
9				
9	Total - Supervision Of Schools - Early Childhood			
9	Total - Region V - Mandeville			

#### Region VI - Old Harbour

##### Supervision Of Schools - Early Childhood Education

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No of Offices	Office	Classification	Grade	Remarks
1	Education Officer	GMG EO	2	Post [# 7099] abolished with effect from December 8, 2010.

## LIST OF ABOLISHED OFFICES

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### Ministry of Education

#### Region VI - Old Harbour

#### Supervision Of Schools - Early Childhood Education

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No of Offices	Office	Classification	Grade	Remarks
12	Assistant Education Officer	GMG EO	1	Post [# 7100] abolished with effect from July 28, 2010, post [# 7101] abolished with effect from August 10, 2010, post [# 7102] abolished with effect from July 9, 2010, post [# 7103] abolished with effect from September 28, 2010, post [# 7104] abolished with effect from October 30, 2010, post [# 7105] abolished with effect from November 5, 2010, post [# 7106] abolished with effect from October 5, 2010, post [# 7107] abolished with effect from November 16, 2010, post [# 7108] abolished with effect from July 31, 2010, post [# 7109] abolished with effect from August 27, 2010, post [# 7110] abolished with effect from August 12, 2010 and post [# 7111] abolished with effect from August 13, 2010.
2	Assistant Education Officer(Resource Cntr Officer)	GMG EO	1	Post [# 7112] abolished with effect from July 13, 2010 and post [# 7113] abolished with effect from December 25, 2010.
15				
15	<b>Total - Supervision Of Schools - Early Childhood Education</b>			
15	<b>Total - Region VI - Old Harbour</b>			

### Planning, Monitoring And Evaluation

#### Corporate Planning

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No of Offices	Office	Classification	Grade	Remarks
1	Administrator 3	GMG PMA	3	Post [# 7175] abolished with effect from February 1, 2011.
1				
1	<b>Total - Corporate Planning</b>			
1	<b>Total - Planning, Monitoring And Evaluation</b>			

## LIST OF ABOLISHED OFFICES

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### Ministry of Education

#### Project Management And Technical Services Division

##### Maintenance Unit

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No of Offices	Office	Classification	Grade	Remarks
1	Building Officer	SOG ST	5	Post [# 7222] abolished with effect from February 1, 2011.
1				
1	<b>Total - Maintenance Unit</b>			
1	<b>Total - Project Management And Technical Services Division</b>			
82	<b>Total - Ministry of Education</b>			

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### Ministry of Agriculture And Fisheries

#### Agricultural Planning And Policy

##### Data Bank And Evaluation

##### Statistics And Evaluation

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No of Offices	Office	Classification	Grade	Remarks
1	Statistical Officer	GMG AM	2	Post [# 7572] abolished with effect from April 1, 2010.
1				
1	<b>Total - Data Bank And Evaluation</b>			
1	<b>Total - Agricultural Planning And Policy</b>			

##### Agricultural Credit And Subsidies

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No of Offices	Office	Classification	Grade	Remarks
1	Secretary 2	OPS SS	2	Post [# 8227] abolished with effect from September 1, 2010.
1				
	<b>Office Services</b>			

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No of Offices	Office	Classification	Grade	Remarks
1	Records Clerk (Registry)	PIDG RIM	1	Post [# 8237] abolished with effect from September 1, 2010.

## LIST OF ABOLISHED OFFICES

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### Ministry of Agriculture And Fisheries Agricultural Credit And Subsidies

#### Office Services

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1

2 Total - Agricultural Credit And Subsidies

### Technical Services Directorate Public Gardens and Zoo Division

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No of Offices	Office	Classification	Grade	Remarks
1	Records Clerk	PIDG RIM	1	Post [# 7870] abolished with effect from January 7, 2005.
1	Driver 2	LMO DR	2	Post [# 7872] abolished with effect from June 29, 2005.
2	Driver 1	LMO DR	1	Posts [#s 7873-74] abolished with effect from August 13, 2005.
1	Maintenance Technician	LMO TS	3	Post [# 54916] abolished with effect from May 13, 2005.
1	Warden	LMO TS	3	Post [# 7875] abolished with effect from May 13, 2005.
1	Gateman	LMO TS	2	Post [# 7878] abolished with effect from May 27, 2005.
1	Attendant	LMO TS	1	Post [# 7880] abolished with effect from July 6, 2005.

8

#### Hope Gardens

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No of Offices	Office	Classification	Grade	Remarks
1	Gardener 1	LMO TS	1	Post [# 7884] abolished with effect from June 13, 2005.

1

#### Field Maintenance

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No of Offices	Office	Classification	Grade	Remarks
1	Gardener	LMO TS	3	Post [# 7888] abolished with effect from June 13, 2005.
3	Gardener 1	LMO TS	1	Two (2) posts [#s 7895-6] abolished with effect from June 1, 2005 and post [# 7898] abolished with effect from May 19, 2005.

4

Total -

**LIST OF ABOLISHED OFFICES**

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**Ministry of Agriculture And Fisheries**

**Technical Services Directorate**

**Public Gardens and Zoo Division**

**13                    Q**

**Research and Development Division**

**Montpellier Research Station**

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No of Offices	Office	Classification	Grade	Remarks
1	Watchman	LMO TS	1	Post [# 54040] abolished with effect from September 1, 2010.
<b>1</b>				
<b>1</b>	<b>Total - Research and Development Division</b>			
<b>14</b>	<b>Total - Technical Services Directorate</b>			

**Posts To Be Abolished When Vacant**

**Maintenance of Gardens and Zoo**

**Hope Zoo**

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No of Offices	Office	Classification	Grade	Remarks
1	Curator Of Zoo	SOG ST	7	Post [# 7917] abolished with effect from August 13, 2006.
1	Assistant Curator Of Zoo	SOG ST	5	Post [# 7918] abolished with effect from October 12, 2005.
1	Records Officer 1	PIDG RIM	2	Post [# 7919] abolished with effect from December 1, 2007
1	Records Clerk	PIDG RIM	1	Post [# 7920] abolished with effect from July 14, 2005.
1	Head Zoo Keeper	LMO TS	5	Post [# 7922] abolished with effect from August 13, 2005.
1	Gardener 2	LMO TS	2	Post [# 7921] abolished with effect from July 14, 2005.
3	Zoo Keeper	LMO TS	4	Post [# 7923] abolished with effect from July 20, 2005, post [#7924] abolished with effect from August 13, 2005 and post [# 7925] abolished with effect from August 12, 2005.
5	Gardener 1	LMO TS	1	Post [# 7926] abolished with effect from November 14, 2005, post [#7927] abolished with effect from July 7, 2005, post [# 7929] abolished with effect from June 7, 2005 , post [# 7930] abolished with effect from May 14, 2005 and post [# 7931] abolished with effect from July 14, 2005.
<b>14</b>				
<b>14</b>	<b>Total - Maintenance of Gardens and Zoo</b>			

## LIST OF ABOLISHED OFFICES

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### Ministry of Agriculture And Fisheries

#### Posts To Be Abolished When Vacant

14 Total - Posts To Be Abolished When Vacant

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31 Total - Ministry of Agriculture And Fisheries

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### Ministry of Industry, Investment And Commerce

#### Ministry of Industry, Commerce And Tech. (Former)

#### Posts from the former Ministry of Industry, Investment And Commerce

#### Registry

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No of Offices	Office	Classification	Grade	Remarks
1	Departmental Assistant	OPS CR	1	Post [# 8714] abolished with effect from April 1, 2010.

1

#### Library

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No of Offices	Office	Classification	Grade	Remarks
1	Clerical Officer 4	OPS CR	3	Post [# 8717] abolished with effect from April 1, 2010.

1

#### Office Management

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No of Offices	Office	Classification	Grade	Remarks
1	Office Manager	GMG PMA	4	Post [# 8720] abolished with effect from January 1, 2011.

1

#### Finance And Accounts

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No of Offices	Office	Classification	Grade	Remarks
1	Accountant 1	FAA	1	Post [# 8730] abolished with effect from April 1, 2010.

1

4 Total - Posts from the former Ministry of Industry, Investment And Commerce

## LIST OF ABOLISHED OFFICES

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### Ministry of Industry, Investment And Commerce

#### Ministry of Industry, Commerce And Tech. (Former)

##### Posts from the former Ministry of Commerce & Technology

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No of Offices	Office	Classification	Grade	Remarks
1	Technical Inspector	TSS GT	4	Post [# 50327] abolished with effect from April 1, 2010.
1				
1	<b>Total - Posts from the former Ministry of Commerce &amp; Technology</b>			
5	<b>Total - Ministry of Industry, Commerce And Tech. (Former)</b>			
5	<b>Total - Ministry of Industry, Investment And Commerce</b>			

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### Post And Telecommunications

#### General Administration

##### Administration

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No of Offices	Office	Classification	Grade	Remarks
1	Supernumerary Administrator 2	GMG AM	2	Post [# 9304] abolished with effect from July 1, 2010.
1				
1	<b>Total - General Administration</b>			

#### Postal Division 1

##### Corporate Area Post Offices

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No of Offices	Office	Classification	Grade	Remarks
1	Postman B	PTO CA	1	Post [# 10606] abolished with effect from January 1, 2011.
1				
1	<b>Total - Postal Division 1</b>			
2	<b>Total - Post And Telecommunications</b>			

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## LIST OF ABOLISHED OFFICES

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### Department Of Correctional Services

#### Central Administration

#### General Administration

#### Adult Institutions

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No of Offices	Office	Classification Grade	Remarks
1	Supernumerary Superintendent, Prison B		Post [# 21546] abolished with effect from August 1, 2009.
1			
1	<b>Total - General Administration</b>		
1	<b>Total - Central Administration</b>		
1	<b>Total - Department Of Correctional Services</b>		

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### Ministry of Justice

#### Human Resource Management and Administration Division

#### Procurement and Office Services Branch

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No of Offices	Office	Classification Grade	Remarks
1	Supernumerary Manager, Procurement & Office Serv.	GMG SEG 1	Post [# 59006] abolished with effect from November 1, 2009.
1			
1	<b>Total - Procurement and Office Services Branch</b>		
1	<b>Total - Human Resource Management and Administration Division</b>		
1	<b>Total - Ministry of Justice</b>		

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### Ministry of Transport & Works

#### Policy, Standard & Monitoring

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No of Offices	Office	Classification Grade	Remarks
1	Senior Director, Policy Planning & Evaluation Div.	GMG SEG 6	Post [# 58558] abolished with effect from February 19, 2010.
1			
1	<b>Total - Policy, Standard &amp; Monitoring</b>		

## LIST OF ABOLISHED OFFICES

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### Ministry of Transport & Works Directorate of Maintenance Services (DMS) County Maintenance Services Surrey

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No of Offices	Office	Classification	Grade	Remarks
1	Watchman	LMO TS	1	Post [# 26911] abolished with effect from April 1, 2001.
1				
1	<b>Total - County Maintenance Services</b>			
1	<b>Total - Directorate of Maintenance Services (DMS)</b>			
2	<b>Total - Ministry of Transport &amp; Works</b>			

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### Ministry Of Health Administration

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No of Offices	Office	Classification	Grade	Remarks
1	Transportation Manager	GMG PMA	4	Post [# 27374] abolished with effect from April 1, 2010.
1	Security Manager	GMG PMA	4	Post [# 27379] abolished with effect from April 1, 2010.
1	Programme Co-ordinator	GMG PMA	3	Post [# 27382] abolished with effect from April 1, 2010.
3				
3	<b>Total - Administration</b>			

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### Maintenance Services

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No of Offices	Office	Classification	Grade	Remarks
1	Artisan	LMO	2	Post [# 27608] abolished with effect from April 1, 2010.
1	Artisan	LMO TS	2	Post [# 27615] abolished with effect from April 1, 2010.
2				
2	<b>Total - Maintenance Services</b>			

## LIST OF ABOLISHED OFFICES

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### Ministry Of Health Planning, Evaluation And Reform

#### Health Information

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No of Offices	Office	Classification	Grade	Remarks
1	Senior Survey Statistician	NPS	NPS 3	Post [# 27729] abolished with effect from April 1, 2010.
1	Senior Statistician Data Collection and Imp.	NPS	NPS 2	Post [# 27732] abolished with effect from April 1, 2010.
1	Mathematical Statistician	NPS	NPS 2	Post [# 27733] abolished with effect from April 1, 2010.

3

#### Medical Support

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No of Offices	Office	Classification	Grade	Remarks
1	Supernumerary Chief Medical Officer	MDG	MO 8	Post [# 53657] abolished with effect from April 1, 2010.

1

#### Primary Health Care

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No of Offices	Office	Classification	Grade	Remarks
1	Assistant Director, Nursing	NPG	RN 9	Post [# 27669] abolished with effect from April 1, 2010.

1

#### Secondary And Tertiary

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No of Offices	Office	Classification	Grade	Remarks
1	Assistant Director, Nursing	NPG	RN 9	Post [# 27700] abolished with effect from April 1, 2010.

1

6 **Total - Planning, Evaluation And Reform**

## LIST OF ABOLISHED OFFICES

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### Ministry Of Health

#### Environmental Health

##### Administrative And Support Services

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No of Offices	Office	Classification	Grade	Remarks
1	Environmental Engineer	ASG	3	Post [# 27768] abolished with effect from April 1, 2010.
1	Environmental Engineer	ASG	2	Post [# 27769] abolished with effect from April 1, 2010.
1	Community Nurse 4			Post [# 27776] abolished with effect from April 1, 2010.
2	Public Health Inspector 6	PMG PHI	6	Two (2) posts [#s 27777 & 27779] abolished with effect from April 1, 2010.
4	Public Health Inspector 2	PMG PHI	2	Four (4) posts [#s 27786-88 & 27790] abolished with effect from April 1, 2010.

9

#### 9 Total - Environmental Health

### National Disease Control Programme

#### I) Malaria Vigilance And Mosquito Control Programme

##### Para Medicals

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No of Offices	Office	Classification	Grade	Remarks
1	Scientific Officer (Entomologist)	SOG ST	5	Post [# 27862] abolished with effect from April 1, 2010.

1

#### 1 Total - I) Malaria Vigilance And Mosquito Control Programme

#### 1 Total - National Disease Control Programme

### South East Area Health Administration

#### Kingston And St. Andrew Administration

##### Maternal and Child Health(Incumbents sec. to South East Region w.ef 1/1/99)

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No of Offices	Office	Classification	Grade	Remarks
1	Family Life Educator (Specialist Nurse)	NPG RN	2	Post [# 29566] abolished with effect from December 1, 2010.

1

#### 1 Total - Kingston And St. Andrew Administration

#### 1 Total - South East Area Health Administration

**LIST OF ABOLISHED OFFICES**

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**Ministry Of Health**

**22 Total - Ministry Of Health**

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**153 Total Abolished Posts**

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**Dated this 2nd day of February, 2011.**

**AUDLEY SHAW**  
**Minister of Finance and the Public Service**