



Circular No.: 22

REF. NO: SB 50/51

MINISTRY OF FINANCE & PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

August 30, 2013

Permanent Secretaries
Heads of Departments/ Agencies

Information on Vacant Posts

Contained in the Extended Fund Facility Agreement between the Government of Jamaica and the International Monetary Fund is a commitment to reduce the Public Sector Wage to Gross Domestic Product (GDP) ratio to 9% by 2015/16. One of the activities to attain this target is the removal of vacant posts from the permanent establishment of Ministries/Departments/Agencies (MDAs).

In this regard, your assistance is needed to provide information on the number of vacant posts presently in your organization, and those that can be abolished *with immediate effect*. The information should be provided using the attached form.

The completed form should be returned to the Public Service Establishment Division (PSED) of this Ministry, attention Ms. Carol Haase, Director, Research and Establishment Control Unit no later than September 20, 2013. If no response is received by this date, the Ministry will use the existing information in our records to identify and abolish vacant posts.

Kindly treat this matter as urgent. You may contact Mrs. Dionne Myrie at 932-5361 and email her at dionne.myrie@mof.gov.jm if additional information is required.

Devon Rowe
Financial Secretary

VACANT POSTS

Agency:_____

MOF/PSED/RECU/1
2013

Division	Post No.	Post Title	Classification/Grade/Level	Date Post Became Vacant	Remarks

Signature:_____
Name:_____
Position/Title:_____