



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

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

REF NO: C12243/2^{xiii}

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

October 6, 2015

Circular No. 26

To: Permanent Secretaries
Heads of Departments

**2015/2017 Revision of Salaries for Full Time Advisors/Consultants and Special,
Executive and Personal Assistants**

Consequent on the pay adjustment approved in this Ministry's Circular No. 20 dated September 15, 2015 for Civil Service groups, the salary scales applicable to full-time Advisors /Consultants and to Special, Executive and Personal Assistants to certain Members of the Political Directorate are also to be revised as shown on the attached schedule. The effective dates of the revisions are April 1, 2015 and April 1, 2016.

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

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

Before a Senior Consultant/Advisor is employed, the qualification and experience of the candidate and details of the job to be performed should be submitted to this Ministry for evaluation and determination. Such submission is subject to re-grading if the relevant criteria are not satisfied. No offer should be made until this evaluation has been completed.

- (ii) **Advisor/Consultant 3-** Post graduate qualification from an accredited University with at least ten (10) years proven experience in the specific field of consultancy/advice or equivalent combination of knowledge and experience , for example, a first degree and at least fifteen (15) years experience in the specified field
- (iii) **Advisor/ Consultant 2-**Post graduate qualification from an accredited University with at least eight (8) years experience in the specific field or an equivalent combination of knowledge and experience, for example, a first degree and at least twelve (12) years experience in the specified field.

- (iv) **Advisor Consultant 1** – A first degree from an accredited University with at least five (5) years experience in the specified field.

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

Special Assistants

The following provisions for the Minister have been approved by Cabinet:

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

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

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

Please also note that the other terms and conditions for the employment of the abovementioned personnel are outlined in this Ministry's Circular No. 15 dated May 8, 2012.

Conversion to the new salary scale is to be on a point-to-point basis starting from minimum to minimum.

Details of the additional funds required to implement the increases should be submitted to the Public Expenditure Division and copied to the Public Service Establishment Division (Compensation Unit) of this Ministry. The costing is to be broken down by number of the positions involved at each classification grade/level and should be submitted in accordance with the formats attached. Additionally, the costings are to be verified by the Internal Auditor and approved by the Permanent Secretary/Head of Department.

On receipt of the costing, further instructions will be provided regarding the dates for implementation of the new rates and for payment of the retroactive amounts.

In case of doubt or difficulty, please contact the Compensation Unit of this Ministry BEFORE payment is made.

A handwritten signature in black ink, consisting of several loops and a trailing flourish.

Devon Rowe, CD
Financial Secretary

2015/2017 REVISION OF SALARIES

Advisors/Consultants

Special, Executive and Personal Assistants

Category	Salary						Scales				
	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.		\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.
Senior Advisor/Consultant											
Existing	2,604,722	2,669,840	2,736,586	2,805,001	2,875,126						
Effective April 1, 2015	2,708,911	2,776,634	2,846,049	2,917,201	2,990,131						
Effective April 1, 2016	2,790,178	2,859,933	2,931,431	3,004,717	3,079,835						
Advisor/Consultant 3											
Existing	2,321,381	2,379,416	2,438,901	2,499,674	2,562,371						
Effective April 1, 2015	2,414,236	2,474,592	2,536,457	2,599,868	2,664,865						
Effective April 1, 2016	2,486,663	2,548,830	2,612,551	2,677,864	2,744,811						
Advisor/Consultant 2											
Existing	1,795,786	1,840,680	1,886,697	1,933,865	1,982,211						
Effective April 1, 2015	1,867,617	1,914,308	1,962,166	2,011,220	2,061,500						
Effective April 1, 2016	1,923,646	1,971,737	2,021,031	2,071,556	2,123,345						
Advisor/Consultant 1											
Existing	1,368,449	1,402,660	1,437,727	1,473,670	1,510,512						
Effective April 1, 2015	1,423,187	1,458,767	1,495,236	1,532,617	1,570,932						
Effective April 1, 2016	1,465,883	1,502,530	1,540,093	1,578,595	1,618,060						
Executive and Special Assistants											
Existing	743,741	762,335	781,393	800,928	820,951	841,475	Q.B.	1,178,065	1,207,516	1,237,704	1,268,647
Effective April 1, 2015	773,491	792,828	812,649	832,965	853,789	875,134	Q.B.	1,225,187	1,255,817	1,287,212	1,319,393
Effective April 1, 2016	796,695	816,613	837,028	857,954	879,403	901,388	Q.B.	1,261,943	1,293,491	1,325,829	1,358,974
Personal Assistants											
Existing	667,460	684,147	701,250	718,782	736,751	755,170	Q.B.	1,057,238	1,083,669	1,110,761	
Effective April 1, 2015	694,158	711,512	729,300	747,533	766,221	785,377	Q.B.	1,099,527	1,127,015	1,155,191	
Effective April 1, 2016	714,983	732,858	751,179	769,959	789,208	808,938	Q.B.	1,132,513	1,160,826	1,189,846	

SALARIES COSTING SUBMISSION

DATA CAPTURE FORM 1

EXAMPLE

NO.	CLASSIFICATION/GRADE/LEVEL	EXISTING COST AS AT MARCH 31, 2015 (PER ANNUM)	NEW COST AS AT APRIL 1, 2015 (PER ANNUM)	ADDITIONAL COST AS AT APRIL 1, 2015 (PER ANNUM)	RETROACTIVE COST FOR APRIL – SEPTEMBER 2015
50	PIDG/RIM 3	\$32,689,350.00	\$37,592,750.00	\$4,903,400.00	\$ 817,233.00
30	GMG/SEG 1	\$36,552,240.00	\$42,035,070.00	\$5,482,830.00	\$9133,804.00
80		\$69,241,590.00	\$79,627,820.00	\$10,386,230.00	\$1,731,037.00

Approved by: _____

Head of Ministry/Department

Prepared by _____

Position:

Verified by: _____

Internal Auditor

N.B. Please note that the figures stated above are for representational purposes only

STATUTORY DEDUCTIONS COSTING SUBMISSION

DATA CAPTURE FORM 2

EXAMPLE

EMPLOYER'S CONTRIBUTION – N.I.S. AS AT MARCH 31, 2015	EMPLOYER'S CONTRIBUTION – N.I.S. AS AT APRIL 1, 2015 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT MARCH 31, 2015 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT APRIL 1, 2015 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT MARCH 31, 2015 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT APRIL 1, 2015 (PER ANNUM)
\$1,000,000.00	\$1,000,000.00	\$2,077,247.70	\$2,388,834.60	\$2,047,247.70	\$2,358,834.60

Approved by:_____

Head of Ministry/Department

Prepared by_____

Position:

Verified by:_____

Internal Auditor

N.B. Please note that the figures stated above are for representational purposes only

OVERTIME AND HONORARIUM COSTING

DATA CAPTURE FORM 3

EXAMPLE

TOTAL OVERTIME PAID AS AT MARCH 31, 2015	TOTAL OVERTIME PAID APRIL – SEPTEMBER 2015 AT EXISTING RATE	TOTAL ADDITIONAL DUE FOR APRIL – SEPTEMBER 2015 AT NEW RATE	TOTAL HONORARIUM PAID AS AT MARCH 31, 2015	TOTAL HONORARIUM PAID FOR APRIL – SEPTEMBER 2015 AT EXISTING RATE	TOTAL HONORARIUM FOR APRIL – SEPTEMBER 2015 AT NEW RATE

Approved by:_____

Head of Ministry/Department

Prepared by_____

Position:

Verified by:_____

Internal Auditor

N.B. Please note that the figures stated above are for representational purposes only _____