



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE FINANCIAL SECRETARY AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-
Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE & THE PUBLIC SERVICE

30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

July 1, 2016

Circular No: 15

Ref. No. SB 50/43

Permanent Secretaries
Heads of Departments/Agencies/Public Bodies

Revised Guidelines for the Operation of Posts in the Public Sector

In continuance of the Government of Jamaica's commitment to achieve public sector efficiencies while maintaining fiscal discipline, a review of the guidelines for the operation of posts was conducted. Consequently, the following revised guidelines will become effective on July 1, 2016; and are applicable to all Ministries, Departments, Agencies (MDAs) and Public Bodies, including government companies and statutory bodies:

1. As a general principle, MDAs and Public Bodies should contain employment within their approved establishment and approved budget.
2. The Post Operations Committee (POC) will adjudicate ONLY on matters relating to the operation of posts. MDAs and Public Bodies are therefore required to submit requests to the POC for consideration/approval in the following circumstances:
 - a) Where it is deemed absolutely necessary to operate posts that become vacant as a result of resignations, retirements, deaths, and any other form of separation;
 - b) Where new posts have been established by approval of the Ministry of Finance & the Public Service, and the entity intends to operate the posts.
3. Approvals granted for the operation of posts shall expire one (1) year after the effective approval date. Where the post remains vacant for the duration of that one-year period and the need to operate the post still exists, a request for approval to continue operating the post must be re-submitted to the POC with appropriate justification.

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4. All submissions to the POC should be appropriately justified, and should indicate whether funding is available in the entity's approved budget. **The attached Form POC-1/2016 should be completed and attached to all POC Submissions.**
5. Submissions should be made at least two (2) months prior to the intended effective date of operation of the posts, and should be addressed to:

***The Chairman
Post Operations Committee
Strategic Human Resource Management Division
Ministry of Finance & the Public Service***

6. Requests for retroactive approval to operate posts **will not normally be facilitated** by the POC. MDAs and Public Bodies are therefore encouraged to adopt an effective human resource planning strategy to alleviate the need for such requests.
7. POC approval is NOT required:
 - a) to operate posts where incumbents proceed on periods of leave (e.g., vacation, maternity, etc.). However, MDAs and Public Bodies are encouraged to make internal work assignments which might not necessitate the continued operation of such posts for the duration of the leave;
 - b) to operate posts of Heads of Entities (e.g., Permanent Secretaries, Chief Executive Officers, Managing Directors).
8. Requests for re-classification/upgrading and creation of new posts should be addressed to:

***The Principal Director
Public Service Management, Analysis & Establishment
Strategic Human Resource Management Division
Ministry of Finance & the Public Service***

9. This Circular supersedes Office of the Cabinet Circular no. CO-1 dated 27th July, 2011.
10. Please ensure that this Circular is brought to the attention of the entities and relevant personnel under your purview.


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for: Devon Rowe, CD
Financial Secretary

POST OPERATIONS COMMITTEE SUBMISSION FORM

ORGANIZATION:							
NO.	POST TITLE & CLASSIFICATION	POST NUMBER	SALARY <i>(per annum)</i>	REASON FOR VACANCY <i>(e.g. Retirement/Resignation/ New Post, etc.)</i>	EFFECTIVE DATE OF VACANCY	PROPOSED DATE FOR OPERATION OF POST	JUSTIFICATION FOR OPERATION OF POST <i>(Summary)</i>
1.							
2.							
3.							
4.							
5.							

DATE RECEIVED: _____ (MoFPS)

