

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

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

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON 4
JAMAICA

Circular Memorandum

REF # SB 50/47

May 10, 2018

Permanent Secretaries
Heads of Departments/Agencies
Chief Executive Officers of Public Bodies
Principals of Educational Institutions

DATA COLLECTION ON EMPLOYMENT IN THE PUBLIC SECTOR

Reference is made to Circular No. 32 dated November 30, 2010, letter dated March 25, 2011 referenced SB 50/47 and Circular No. 7 dated March 13, 2014, relating to the captioned matter.

Among the activities the exercise seeks to facilitate is the efficient and effective undertaking of organizational reviews and staffing requests in keeping with the general thrust of the Public Sector Transformation agenda, and having regard to the Public Bodies Management and Accountability Act. The Act outlines in section 20 - Levels of emoluments, that:

"In the exercise of any powers conferred on a board by a relevant enactment or any constituent documents in relation to -

(a) emoluments payable to the staff of a public body;

(b) any other policies and guidelines applicable,

the board shall act in accordance with such guidelines as are issued from time to time by the Minister responsible for the public service and the Minister, respectively."

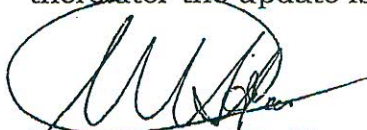
Additionally, the Financial Administration and Audit (Fiscal Responsibility Framework) Regulations 2012, outlines in section 10(2) the Macro-economic Framework, which should include:

"an explanation of the consistency of Government policies including the level of Government expenditure, revenue and debt with projections of the economic variables specified..."

Accordingly, in order to keep the Data on Employment in the Public Sector current and relevant, the updates will continue to be collected annually. The range of data and format has been modified for greater clarity and increased compliance. The data related to post audit should be provided on sheet 1 and data related to the wage bill should be provided on sheet 2.

In any case of doubt contact should be made with Dionne Myrie at 932-5361 or email at dionne.myrie@mof.gov.jm for queries relating to post audit, and Kurt McLeary at 932-5322 or email kurt.mcleary@mof.gov.jm for queries relating to wage bill.

The annual update for the Financial Year 2017/2018 is due by **June 30, 2018** and thereafter the update is expected by **April 30** of each year.


Wayne Jones OD, JP
for Financial Secretary

AUDIT ON EMPLOYMENT IN THE PUBLIC SECTOR

Permanent

SHEET 1

Ministry:

Department:

Division:

Unit:

[illegible]

AUDIT ON EMPLOYMENT IN THE PUBLIC SECTOR

Approved Temporary

SHEET 1

Ministry:

Department:

Division:

Unit:

[illegible]

AUDIT ON EMPLOYMENT IN THE PUBLIC SECTOR

Temporary

SHEET 1

Ministry:

Department:

Division:

Unit:

[illegible]

Travelling & Subsistence

SHEET 2

[illegible]

WAGE BILL DATA RATES AND ALLOWANCES

SHEET 2

[illegible]

WAGE BILL DATA

SHEET 2

Employer's Contribution

[illegible]

PAYMENT OF ARREARS

[illegible]