



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](mailto:info@mof.gov.jm)

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

**REF NO: C12243/2<sup>xiii</sup>**

**February 13, 2018**

**Circular No. 4**

To: Permanent Secretaries  
Heads of Departments

**2017/2021 Revision of Salaries for Full Time Advisors/Consultants and Special,  
Executive and Personal Assistants**

Please see attached, the revised salary scales applicable for persons employed as full-time Advisors/Consultants and as Special, Executive and Personal Assistants to certain Members of the Political Directorate. The effective dates of the revisions are April 1, 2017, April 1, 2018, April 1, 2019 and April 1, 2020.

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 Strategic Human Resource Management Division (Compensation Unit) of this Ministry. The costing is to be broken down by the number of positions involved at each classification grade/level and should be submitted in accordance with the formats attached. Please ensure that all the forms are fully completed and returned by **February 20, 2018**. Additionally, the costings are to be approved by the Permanent Secretary.

The retroactive amounts for the period April 1, 2017 to March 31, 2018 are to be paid in **March 2018** and new rates effective April 1, 2018 will be paid in **April 2018**. Kindly ensure that the necessary arrangements are put in place to implement the payment schedule as stated herein.

Further instruction will be provided regarding the submission of costings for subsequent years.

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

A handwritten signature in black ink, appearing to read 'D. Morrison', with a stylized flourish at the end.

Darlene Morrison (Miss)  
Financial Secretary (Acting)

## 2017/2021 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.	\$ p.a.
Senior Advisor/Consultant											
Existing	2,790,178	2,859,933	2,931,431	3,004,717	3,079,835						
With effect from 1/4/2017	2,929,687	3,002,929	3,078,002	3,154,952	3,233,826						
With effect from 1/4/2018	2,988,281	3,062,988	3,139,562	3,218,051	3,298,503						
With effect from 1/4/2019	3,107,812	3,185,507	3,265,145	3,346,773	3,430,443						
With effect from 1/4/2020	3,263,202	3,344,783	3,428,402	3,514,112	3,601,965						
Advisor/Consultant 3											
Existing	2,486,663	2,548,830	2,612,551	2,677,864	2,744,811						
With effect from 1/4/2017	2,610,996	2,676,271	2,743,178	2,811,757	2,882,051						
With effect from 1/4/2018	2,663,216	2,729,796	2,798,041	2,867,992	2,939,692						
With effect from 1/4/2019	2,769,745	2,838,988	2,909,963	2,982,712	3,057,280						
With effect from 1/4/2020	2,908,232	2,980,938	3,055,461	3,131,848	3,210,144						
Advisor/Consultant 2											
Existing	1,923,646	1,971,737	2,021,031	2,071,556	2,123,345						
With effect from 1/4/2017	2,019,828	2,070,324	2,122,082	2,175,134	2,229,513						
With effect from 1/4/2018	2,060,225	2,111,730	2,164,524	2,218,637	2,274,103						
With effect from 1/4/2019	2,142,634	2,196,200	2,251,105	2,307,382	2,365,067						
With effect from 1/4/2020	2,249,766	2,306,010	2,363,660	2,422,751	2,483,320						
Advisor/Consultant 1											
Existing	1,465,883	1,502,530	1,540,093	1,578,595	1,618,060						
With effect from 1/4/2017	1,539,177	1,577,657	1,617,098	1,657,525	1,698,964						
With effect from 1/4/2018	1,569,961	1,609,210	1,649,440	1,690,676	1,732,943						
With effect from 1/4/2019	1,632,759	1,673,578	1,715,418	1,758,303	1,802,261						
With effect from 1/4/2020	1,714,397	1,757,257	1,801,188	1,846,218	1,892,374						
Executive and Special Assistants											
Existing	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
With effect from 1/4/2017	836,530	857,443	878,879	900,851	923,372	946,457	Q.B.	1,325,039	1,358,165	1,392,119	1,426,922
With effect from 1/4/2018	853,260	874,592	896,457	918,868	941,840	965,386	Q.B.	1,351,540	1,385,329	1,419,962	1,455,461
With effect from 1/4/2019	887,391	909,576	932,315	955,623	979,513	1,004,001	Q.B.	1,405,602	1,440,742	1,476,760	1,513,679
With effect from 1/4/2020	931,760	955,054	978,931	1,003,404	1,028,489	1,054,201	Q.B.	1,475,882	1,512,779	1,550,598	1,589,363

## 2017/2021 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.
Personal Assistants										
Existing	714,983	732,858	751,179	769,959	789,208	808,938	Q.B.	1,132,513	1,160,826	1,189,846
With effect from 1/4/2017	750,732	769,500	788,738	808,456	828,668	849,385	Q.B.	1,189,138	1,218,867	1,249,338
With effect from 1/4/2018	765,747	784,890	804,513	824,626	845,241	866,372	Q.B.	1,212,921	1,243,244	1,274,325
With effect from 1/4/2019	796,377	816,286	836,693	857,611	879,051	901,027	Q.B.	1,261,438	1,292,974	1,325,298
With effect from 1/4/2020	836,195	857,100	878,528	900,491	923,003	946,078	Q.B.	1,324,510	1,357,623	1,391,563

**SALARIES COSTING SUBMISSION**

**DATA CAPTURE FORM 1**

**EXAMPLE**

NO.	CLASSIFICATION/GRADE/ LEVEL	EXISTING COST AS AT MARCH 31, 2017 (PER ANNUM)	NEW COST AS AT APRIL 1, 2017 (PER ANNUM)	ADDITIONAL COST AS AT APRIL 1, 2017 (PER ANNUM) (RETROACTIVE COST)	NEW COST AS AT APRIL 1, 2018 (PER ANNUM)	ADDITIONAL COST AS AT APRIL 1, 2018 (PER ANNUM)
50	PIDG/RIM 3					
30	GMG/SEG 1					
80						

Approved by:\_\_\_\_\_

Head of Ministry/Department

Prepared by\_\_\_\_\_

Position:

Verified by:\_\_\_\_\_

Internal Auditor

STATUTORY DEDUCTIONS COSTING SUBMISSION

DATA CAPTURE FORM 2

EXAMPLE

EMPLOYER'S CONTRIBUTION – N.I.S. AS AT MARCH 31, 2017	EMPLOYER'S CONTRIBUTION – N.I.S. AS AT APRIL 1, 2017 TO MARCH 31, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.I.S. AS AT APRIL 1, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT MARCH 31, 2017 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT APRIL 1, 2017 TO MARCH 31, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT APRIL 1, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT MARCH 31, 2017 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT APRIL 1, 2017 TO MARCH 31, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT APRIL 1, 2018 (PER ANNUM)

Approved by: \_\_\_\_\_

Head of Ministry/Department

Prepared by \_\_\_\_\_

Position:

Verified by: \_\_\_\_\_

Internal Auditor

OVERTIME AND HONORARIUM COSTING

DATA CAPTURE FORM 3

EXAMPLE

TOTAL OVERTIME PAID AS AT MARCH 31, 2017	TOTAL OVERTIME PAID APRIL 1, 2017 TO MARCH 31, 2018	TOTAL ADDITIONAL OVERTIME DUE FOR APRIL 1, 2017 TO MARCH 31, 2018	TOTAL HONORARIUM AS AT MARCH 31, 2017	TOTAL HONORARIUM PAID FOR APRIL 1, 2017 TO MARCH 31, 2018	TOTAL ADDITIONAL HONORARIUM FOR APRIL 1, 2017 TO MARCH 31, 2018

Approved by:\_\_\_\_\_

Head of Ministry/Department

Prepared by\_\_\_\_\_

Position:

Verified by:\_\_\_\_\_

Internal Auditor