



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

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

November 20, 2023

REF NO: C12243/2

Circular No: 31

To: Permanent Secretaries

Implementation of Revised Salaries
Full Time Advisors/Consultants and Special, Executive and Personal Assistants

Please see attached schedule detailing revised salary scales for persons employed to the categories at caption for the period April 1, 2022 to March 31, 2025. Please note that the rates on the attached schedule are applicable to **full-time** Advisors/Consultants, Special Assistants, Executive Assistants and Personal Assistants.

The implementation of the applicable revised rates is to be done on the renewal of existing contracts and on employment of new persons to the categories. The following are to be noted:

1. On implementation of the revised rates, the payment of Travelling Allowance is to be discontinued.
2. Where persons were being paid in the existing approved scales the following is applicable:

Senior Advisor/Consultants 1-3

- | | | |
|------|------------------------------|---------------------------------------|
| i) | Current points 1-2 go to the | 1 st point of the new band |
| ii) | Current points 3-4 go to the | 2 nd point of the new band |
| iii) | Current point 5 goes to the | 3 rd point of the new band |

Executive, Special and Personal Assistants below the QB

- | | | |
|-----|------------------------------|---------------------------------------|
| iv) | Current points 1-4 go to the | 1 st point of the new band |
| v) | Current points 4-6 go to the | 2 nd point of the new band |

Above the QB

- | | | |
|------|---------------------------------|---------------------------------------|
| vi) | Current points 7 & 8 go to the | 7 th point of the new band |
| vii) | Current points 9 & 10 go to the | 8 th point of the new band |

Notwithstanding the above, employees engaged prior to fiscal year 2022/23 who on conversion as outlined above do not benefit by at least the minimum increase in net compensation for the applicable year, that is, Ten Percent (10%) in fiscal year 2022/23, Five Percent (5%) in fiscal year 2023/24 and Five Percent (5%) in fiscal year 2024/25, are to be moved along their applicable salary scale to a point where they benefit accordingly. Please utilize the applicable minimum rate of increase in net compensation in the fiscal year in which the new contract starts as the year one rate for the new contract. Please note that where employees were/are initially engaged during 2022/23 or 2023/24 the minimum increase would not be applicable in executing the conversion.

Contracts for persons being paid outside of the scales approved for their positions are to be submitted to the Ministry of Finance and the Public Service for action as necessary.

Please note that the conversion template for the positions on the schedule will be provided separately by the Transformation Implementation Unit.

Please see attached labelled Appendix A, which details the essential requirements for employment to the captioned categories.

In any case of doubt or difficulty, the Compensation Unit, Strategic Human Resource Management Division of this Ministry should be contacted for clarification or advice before any action is taken.

Darlene Morrison, CD
Financial Secretary

Appendix A

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

- i. **Senior Advisor/Consultant** – Master’s 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 Advisor/Consultant 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.

Special Assistants

The following provisions 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
- iii. For the Speaker and Deputy Speaker of the House of Representatives:
 - One Special Assistant each.

The Qualification Bar (QB) in the salary 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).

Ministry of Finance and the Public Service

2022/2025 REVISION OF SALARIES
Schedule for Advisors/Consultants; Executive, Special, and Personal Assistants to Ministers

	Minimum \$ per annum										Maximum \$ per annum				
Advisors/Consultants															
Special, Executive and Personal Assistants															
Senior Advisor/Consultant															
Pay Band 11															
Existing	\$3,393,731	\$3,478,574	\$3,565,538	\$3,654,677	\$3,746,044										
With effect from April 1, 2022	\$6,028,127	\$6,178,830	\$6,333,301	\$6,491,633	\$6,653,924	\$6,820,272	\$6,990,779	\$7,165,549	\$7,344,687	\$7,528,305	\$7,716,512	\$7,909,425	\$8,107,161		
With effect from April 1, 2023	\$6,820,273	\$6,990,780	\$7,165,549	\$7,344,688	\$7,528,305	\$7,716,513	\$7,909,426	\$8,107,161	\$8,309,840	\$8,517,586	\$8,730,526	\$8,948,789	\$9,172,509		
With effect from April 1, 2024	\$7,716,512	\$7,909,425	\$8,107,160	\$8,309,839	\$8,517,585	\$8,730,525	\$8,948,788	\$9,172,508	\$9,401,821	\$9,636,866	\$9,877,788	\$10,124,732	\$10,377,851		
Advisor/Consultant 3															
Pay Band 10															
Existing	\$3,024,561	\$3,100,175	\$3,177,680	\$3,257,122	\$3,338,550										
With effect from April 1, 2022	\$4,947,565	\$5,071,254	\$5,198,035	\$5,327,986	\$5,461,186	\$5,597,716	\$5,737,659	\$5,881,100	\$6,028,128	\$6,178,831	\$6,333,301	\$6,491,634	\$6,653,925		
With effect from April 1, 2023	\$5,597,715	\$5,737,658	\$5,881,099	\$6,028,127	\$6,178,830	\$6,333,301	\$6,491,633	\$6,653,924	\$6,820,272	\$6,990,779	\$7,165,548	\$7,344,687	\$7,528,304		
With effect from April 1, 2024	\$6,333,301	\$6,491,634	\$6,653,924	\$6,820,272	\$6,990,779	\$7,165,549	\$7,344,687	\$7,528,305	\$7,716,512	\$7,909,425	\$8,107,161	\$8,309,840	\$8,517,586		
Advisor/Consultant 2															
Pay Band 9															
Existing	\$2,339,756	\$2,398,250	\$2,458,206	\$2,519,661	\$2,582,653										
With effect from April 1, 2022	\$4,060,697	\$4,162,214	\$4,266,270	\$4,372,927	\$4,482,250	\$4,594,306	\$4,709,164	\$4,826,893	\$4,947,565	\$5,071,254	\$5,198,035	\$5,327,986	\$5,461,186		
With effect from April 1, 2023	\$4,594,306	\$4,709,164	\$4,826,893	\$4,947,565	\$5,071,254	\$5,198,036	\$5,327,986	\$5,461,186	\$5,597,716	\$5,737,659	\$5,881,100	\$6,028,128	\$6,178,831		
With effect from April 1, 2024	\$5,198,035	\$5,327,986	\$5,461,186	\$5,597,715	\$5,737,658	\$5,881,099	\$6,028,127	\$6,178,830	\$6,333,301	\$6,491,633	\$6,653,924	\$6,820,272	\$6,990,779		
Advisor/Consultant 1															
Pay Band 8															
Existing	\$1,782,973	\$1,827,547	\$1,873,236	\$1,920,067	\$1,968,069										
With effect from April 1, 2022	\$3,332,803	\$3,416,123	\$3,501,526	\$3,589,064	\$3,678,791	\$3,770,761	\$3,865,030	\$3,961,655	\$4,060,697	\$4,162,214	\$4,266,270	\$4,372,926	\$4,482,250		
With effect from April 1, 2023	\$3,770,761	\$3,865,030	\$3,961,656	\$4,060,697	\$4,162,215	\$4,266,270	\$4,372,927	\$4,482,250	\$4,594,306	\$4,709,164	\$4,826,893	\$4,947,565	\$5,071,254		
With effect from April 1, 2024	\$4,266,270	\$4,372,927	\$4,482,250	\$4,594,306	\$4,709,164	\$4,826,893	\$4,947,565	\$5,071,254	\$5,198,036	\$5,327,987	\$5,461,186	\$5,597,716	\$5,737,659		
Executive and Special Assistants															
Pay Band 6															
Existing	\$969,031	\$993,256	\$1,018,088	\$1,043,540	\$1,069,629	\$1,096,369 Q.B.	\$1,534,917	\$1,573,290	\$1,612,622	\$1,652,938					
With effect from April 1, 2022	\$2,190,302	\$2,245,060	\$2,301,186	\$2,358,716	\$2,417,684	\$2,478,126 Q.B.	\$2,540,079	\$2,603,581	\$2,668,670	\$2,735,387	\$2,803,772	\$2,873,866	\$2,945,713		
With effect from April 1, 2023	\$2,478,125	\$2,540,078	\$2,603,580	\$2,668,670	\$2,735,386	\$2,803,771 Q.B.	\$2,873,865	\$2,945,712	\$3,019,355	\$3,094,839	\$3,172,210	\$3,251,515	\$3,332,803		
With effect from April 1, 2024	\$2,803,771	\$2,873,865	\$2,945,712	\$3,019,355	\$3,094,839	\$3,172,210 Q.B.	\$3,251,515	\$3,332,803	\$3,416,123	\$3,501,526	\$3,589,064	\$3,678,791	\$3,770,760		
Personal Assistants															
Pay Band 4															
Existing	\$869,643	\$891,384	\$913,669	\$936,511	\$959,924	\$983,922 Q.B.	\$1,377,490	\$1,411,927	\$1,447,226						
With effect from April 1, 2022	\$1,370,094	\$1,404,346	\$1,439,455	\$1,475,441	\$1,512,327	\$1,550,136 Q.B.	\$1,588,889	\$1,628,611	\$1,669,326	\$1,711,060	\$1,753,836	\$1,797,682	\$1,842,624		
With effect from April 1, 2023	\$1,550,136	\$1,588,889	\$1,628,612	\$1,669,327	\$1,711,060	\$1,753,837 Q.B.	\$1,797,683	\$1,842,625	\$1,888,690	\$1,935,907	\$1,984,305	\$2,033,913	\$2,084,761		
With effect from April 1, 2024	\$1,711,060	\$1,753,837	\$1,797,682	\$1,842,624	\$1,888,690	\$1,935,907 Q.B.	\$1,984,305	\$2,033,913	\$2,084,760	\$2,136,879	\$2,190,301	\$2,245,059	\$2,301,185		