



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

Telephone No. 92-28600-16  
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MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
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P.O. BOX 512  
KINGSTON  
JAMAICA

File No. 107/02  
Strategic Human Resource Management Division

August 28, 2024

### **Circular No. 14**

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments and Agencies  
Chief Executive Officers

#### **Re: Public Service Pension Scheme**

Further to Circular No. 8 and Circular No. 11 dated April 2, 2018, and April 26, 2018 respectively entitled “***Public Service Pension Scheme***” Cabinet Secretary, Permanent Secretaries, Heads of Departments and Agencies and Chief Executive Officers are hereby advised of the following additional guidelines that must be implemented by Ministries, Departments, Agencies and all other affected public sector entities.

Effective October 1, 2024, all officers who are temporarily engaged in a pensionable office as declared by the Minister by notification in the Civil Service Establishment (General) Order shall contribute to the Public Service Pension Scheme. The contribution shall be at the rate of ***five per cent (5%)*** of pensionable emoluments.

It should be noted that a temporary officer shall be eligible for a refund of contributions in keeping with Section 12 of the Pensions (Public Service) Act, 2017.

Permanent Secretaries, Principal Receivers of Revenues, Heads of Departments, Chairmen of Boards, and Chief Executive Officers must ensure that this Circular is brought to the attention of all relevant officers.

In any case of doubt, please contact the Strategic Human Resources Management Division of this Ministry for advice before any action is taken.

Darlene Morrison, CD  
Financial Secretary