



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**

**2021 October 29**

**Circular No. 23**

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments & Agencies

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

Please see attached, the revised salary scales applicable for persons employed as full-time Advisors/Consultants and Special, Executive and Personal Assistants to certain Members of the Political Directorate. The effective date of the revisions is April 1, 2021.

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 Consultant/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. 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 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 is to be on a point-to-point basis starting from minimum to minimum.

Commencement of the payment of the revised rates and payment of the amounts due for the period April 1, 2021 through November 2021 will be in December 2021.

Details of the additional funds 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 schedules are fully completed and returned no later than November 12, 2021. Additionally, the costings are to be approved by the Permanent Secretary.

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



Darlene Morrison  
Financial Secretary

# 2021/2022 REVISION OF SALARIES

	Salary						Scales				
	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.
<b>Advisors/Consultants</b>											
<b>Special, Executive and Personal Assistants</b>											
<b>Senior Advisor/Consultant</b>											
Existing	3,263,202	3,344,783	3,428,402	3,514,112	3,601,965						
With effect from 1/4/2021	3,393,731	3,478,574	3,565,538	3,654,677	3,746,044						
<b>Advisor/Consultant 3</b>											
Existing	2,908,232	2,980,938	3,055,461	3,131,848	3,210,144						
With effect from 1/4/2021	3,024,561	3,100,175	3,177,680	3,257,122	3,338,550						
<b>Advisor/Consultant 2</b>											
Existing	2,249,766	2,306,010	2,363,660	2,422,751	2,483,320						
With effect from 1/4/2021	2,339,756	2,398,250	2,458,206	2,519,661	2,582,653						
<b>Advisor/Consultant 1</b>											
Existing	1,714,397	1,757,257	1,801,188	1,846,218	1,892,374						
With effect from 1/4/2021	1,782,973	1,827,547	1,873,236	1,920,067	1,968,069						
<b>Executive and Special Assistants</b>											
Existing	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
With effect from 1/4/2021	978,348	1,002,807	1,027,877	1,053,574	1,079,913	1,106,911	Q.B	1,549,676	1,588,418	1,628,128	1,668,831
<b>Personal Assistants</b>											
Existing	836,195	857,100	878,528	900,491	923,003	946,078	Q.B	1,324,510	1,357,623	1,391,563	
With effect from 1/4/2021	869,643	891,384	913,669	936,511	959,924	983,922	Q.B	1,377,490	1,411,927	1,447,226	

**SALARIES COSTING SUBMISSION**  
**DATA CAPTURE FORM 1**

**Example**

No.	Classification/Grade/Level	Existing Cost as at March 31 <sup>st</sup> , 2021 (per annum)	New Cost as at April 1 <sup>st</sup> , 2021 (per annum)	Additional Cost as at April 1 <sup>st</sup> , 2021 (per annum)	Retroactive Cost of each Tranche
50	PIDG/RIM 3	\$32,689,350.00	\$37,592,750.00	\$4,903,400.00	\$817,233.00
30	GMG/SEG 1	\$36,552,240.00	\$42,035,070.00	\$5,482,830.00	\$913,804.00
Total:80		\$69,241,590.00	\$79,627,820.00	\$10,386,230.00	\$1,731,037.00

N.B Please note that the figures stated above are for representational purposes only.

**STATUTORY DEDUCTIONS COSTING SUBMISSION**  
**DATA CAPTURE FORM 2**

Example

Employer's Contribution - N.I.S. as at March 31 <sup>st</sup> , 2021	Employer's Contribution - N.I.S. as at April 1 <sup>st</sup> , 2021 (per annum)	Employer's Contribution - N.H.T. as at March 31 <sup>st</sup> , 2021	Employer's Contribution -N.H.T. as at April 1 <sup>st</sup> , 2021	Employer's Contribution -Education Tax as at March 31 <sup>st</sup> , 2021	Employer's Contribution - Education Tax as at April 1 <sup>st</sup> , 2021
\$1,000,000.00	\$1,000,000.00	\$2,077,247.70	\$2,388,834.60	\$2,047,247.70	\$2,358,834.60

N.B Please note that the figures stated above are for representational purposes only.