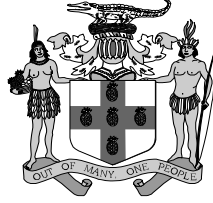




# **THE CIVIL SERVICE ESTABLISHMENT ACT**

**THE CIVIL SERVICE ESTABLISHMENT  
(GENERAL) (AMENDMENT) ORDER, 2020.**



**THE  
JAMAICA GAZETTE  
SUPPLEMENT  
PROCLAMATIONS, RULES AND REGULATIONS**

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3788A

**Vol. CXLIII**

**TUESDAY, DECEMBER 1, 2020**

**No. 164A**

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No. 190A

**THE CIVIL SERVICE ESTABLISHMENT ACT**

**THE CIVIL SERVICE ESTABLISHMENT (GENERAL)(AMENDMENT) ORDER, 2020.**

**EXTRACT FROM THE MINUTES OF  
THE MEETING OF THE HOUSE OF REPRESENTATIVES  
HELD ON TUESDAY DECEMBER 01, 2020**

**PUBLIC BUSINESS**

Hon. Nigel Clarke, MP, Minister of Finance and the Public Service, moved:

**THE CIVIL SERVICE ESTABLISHMENT ACT**

\_\_\_\_\_  
The Civil Service Establishment (General) (Amendment)  
Order, 2020, Resolution

\_\_\_\_\_  
**WHEREAS** section 3(1) of the Civil Service Establishment Act (hereinafter referred to as "the Act") provides that the Minister may, by order, constitute or abolish offices in the public service:

**AND WHEREAS** section 3(2) of the Act provides that an order under section 3 of the Act may from time to time –

- (a) determine the numbers of any office specified thereunder;
- (b) determine the emoluments to be attached to any office; and
- (c) make such incidental, consequential and supplemental provisions as the Minister thinks necessary or expedient to give full effect to the order.

**AND WHEREAS** section 3(3) of the Act provides that an order under section 3 of the Act shall have effect from such date, not earlier than the 1<sup>st</sup> day of February, 1976, as may be specified therein:

**AND WHEREAS** section 3(4) of the Act provides that an order made under section 3 of the Act shall be subject to affirmative resolution of the House of Representatives:

**AND WHEREAS** on the 18<sup>th</sup> day of November, 2020, the Minister made the Civil Service Establishment (General) (Amendment) Order, 2020:

**NOW, THEREFORE, BE IT RESOLVED** by this Honourable House as follows: –

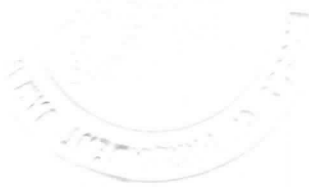
1. This Resolution may be cited as the Civil Service Establishment (General) (Amendment) Order, 2020, Resolution.
2. The Civil Service Establishment (General) (Amendment) Order, 2020, which was laid on the table of the House on the 24<sup>th</sup> day of November, 2020, is affirmed.

Seconded by: Mr. Robert Miller  
Agreed to

ICERTIFY THAT THE ABOVE IS A TRUE EXTRACT FROM THE MINUTES.



Valrie A. Curtis, CD, BH(M), JP  
Clerk to the Houses (Acting)



# THE CIVIL SERVICE ESTABLISHMENT ACT

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## The Civil Service Establishment (General) (Amendment) Order, 2020, Resolution

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**WHEREAS** section 3(1) of the Civil Service Establishment Act (hereinafter referred to as “the Act”) provides that the Minister may, by order, constitute or abolish offices in the public service:

**AND WHEREAS** section 3(2) of the Act provides that an order under section 3 of the Act may from time to time –

- (a) determine the numbers of any office specified thereunder;
- (b) determine the emoluments to be attached to any office; and
- (c) make such incidental, consequential and supplemental provisions as the Minister thinks necessary or expedient to give full effect to the order.

**AND WHEREAS** section 3(3) of the Act provides that an order under section 3 of the Act shall have effect from such date, not earlier than the 1<sup>st</sup> day of February, 1976, as may be specified therein:

**AND WHEREAS** section 3(4) of the Act provides that an order made under section 3 of the Act shall be subject to affirmative resolution of the House of Representatives:

**AND WHEREAS** on the       day of       , 2020, the Minister made the Civil Service Establishment (General) (Amendment) Order, 2020:

**NOW, THEREFORE, BE IT RESOLVED** by this Honourable House as follows: –

1. This Resolution may be cited as the Civil Service Establishment (General) (Amendment) Order, 2020, Resolution.

2. The Civil Service Establishment (General) (Amendment) Order, 2020, which was laid on the table of the House on the 24th day of November, 2020, is affirmed.

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**SCHEDULE PART I**  
**LIST OF ESTABLISHED OFFICES**  
**IN THE PUBLIC SERVICE**

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**Cabinet Office**

**Corporate Affairs**

**Documentation, Information & Access Unit**

---

No. of Offices	Office	Classification	Remark
1	Access Officer	GMG SEG 1	New post [# 72077] with effect from November 11, 2019.
1			
1	<b>Total - Documentation, Information &amp; Access Unit</b>		
1	<b>Total - Corporate Affairs</b>		
1	<b>Total - Cabinet Office</b>		

---

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Executive Office

No. of Offices	Office	Classification	Remark
1	Director General	GMG EMG 1	New post [# 72221] with effect from February 10, 2020.
1			
1	<b>Total - Executive Office</b>		

## Corporate Planning & Administration Division

### Corporate Communications and Public Relations Branch

No. of Offices	Office	Classification	Remark
1	Director, Corporate Communications & Public Relations	MCG IE 6	Post [# 1229] of Director 1 (MCG/IE 6) retitled and transferred from Communication & Public Relations with effect from December 9, 2019.
1	Administrative Assistant	GMG AM 3	Post [# 1231] of Administrator (GMG/AM 3) retitled and transferred from Communication & Public Relations with effect from December 9, 2019.
2			

### Corporate Communications Section

No. of Offices	Office	Classification	Remark
1	Corporate Communications Manager	MCG IE 5	New post [# 72095] with effect from December 9, 2019.
1			

### Public Relations Section

No. of Offices	Office	Classification	Remark
1	Public Relations Manager	MCG IE 5	Post [# 1230] of Public Relations Officer (MCG/IE 4) retitled, upgraded and transferred from Communication & Public Relations with effect from December 9, 2019.
1			
4	<b>Total - Corporate Communications and Public Relations Branch</b>		

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Corporate Planning & Administration Division

#### Information Communication Technology Branch (formerly the Information Systems Unit)

No. of Offices	Office	Classification	Remark
1	Director, Information Communication Technology	MIS IT 8	Post [# 1247] of Director, Information Systems Unit (MIS/IT 8) retitled and transferred from the Information Systems Unit and retitled with effect from December 9, 2019.
1	Administrative Assistant	GMG AM 3	New post [# 72217] with effect from December 9, 2019.
<b>2</b>			

#### Application Development

No. of Offices	Office	Classification	Remark
1	Application Development Manager	MIS IT 6	Post [# 50040] of Business Analyst (MIS/IT 6) retitled and transferred from the Information Systems Unit with effect from December 9, 2019.
1	Software Engineer	MIS IT 5	Post [# 1252] of Programmer/Analyst (MIS/IT 5) retitled and transferred from the Information Systems Unit with effect from December 9, 2019.
1	Business Analyst	MIS IT 5	Post [# 50598] of Programmer/Analyst (MIS/IT 5) retitled and transferred from the Information Systems Unit with effect from December 9, 2019.
1	Software Engineer	MIS IT 5	Post [# 1254] of Senior Programmer (MIS/IT 4) retitled, upgraded and transferred from the Information Systems Unit with effect from December 9, 2019.
1	Web & Mobile Specialist	MIS IT 5	Post [# 1255] of Client Support Technician (MIS/IT 4) retitled, upgraded and transferred from the Information Systems Unit with effect from December 9, 2019.
<b>5</b>			

#### Systems Administration

No. of Offices	Office	Classification	Remark
1	System Administration Manager	MIS IT 7	Post [ # 1250] of Senior Systems Administrator (MIS/IT 6) retitled, upgraded and transferred from the Information Systems Unit with effect from December 9, 2019.
2	Systems Administrator	MIS IT 5	Two (2) posts [#s 50355 & 50387] of Systems Administrator (MIS/IT 5) transferred from the Information Systems Unit with effect from December 9, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Corporate Planning & Administration Division

#### Information Communication Technology Branch (formerly the Information Systems Unit)

##### Systems Administration

No. of Offices	Office	Classification	Remark
1	Database Administrator	MIS IT 4	Post [# 1253] of Senior Programmer (MIS/IT 4) retitled and transferred from the Information Systems Unit with effect from December 9, 2019.

4

##### Network Administration

No. of Offices	Office	Classification	Remark
1	Network Manager	MIS IT 7	Post [# 1251] of Senior Network Administrator (MIS/IT 6) retitled, upgraded and transferred from the Information Systems Unit with effect from December 9, 2019.
1	Network Administrator	MIS IT 5	Post [# 1249] of Network Administrator (MIS/IT 5) transferred from the Information Systems Unit with effect from December 9, 2019.
1	Network Administrator	MIS IT 5	Post [# 1403] of Network Administrator (MIS/IT 4) upgraded and transferred from the Information Systems Unit with effect from December 9, 2019.

3

##### Technical & Client Support

No. of Offices	Office	Classification	Remark
1	Technical & Client Support Manager	MIS IT 7	Post [ # 1248] of Manager, Technical Support (MIS/IT 7) retitled and transferred from the Information Systems Unit with the effect from December 9, 2019.
1	Senior Technical & Client Support Officer	MIS IT 5	Post [ # 1258] of Senior Software/Hardware Technician (MIS/IT 5) retitled and transferred from the Information Systems Unit with effect from December 9, 2019.
2	Technical & Client Support Officer	MIS IT 4	Two (2) posts [#s 1256 & 1257] of Software/Hardware Technician (MIS/IT 4) retitled and transferred from the Information Systems Unit with effect from December 9, 2019.

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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Finance & the Public Service

#### Corporate Planning & Administration Division

##### Information Communication Technology Branch (formerly the Information Systems Unit)

##### ICT Security

No. of Offices	Office	Classification	Remark
1	IT Security Officer	MIS IT 5	Post [# 60961] of Client Support Technician (MIS/IT 4) retitled, upgraded and transferred from the Information Systems Unit with effect from December 9, 2019.
1			
19	<b>Total - Information Communication Technology Branch (formerly the Information Systems Unit)</b>		
23	<b>Total - Corporate Planning &amp; Administration Division</b>		

#### Economic Management Division

##### Debt Management Unit (New)

##### Debt Strategy & Analysis

No. of Offices	Office	Classification	Remark
1	Director, Debt Strategy & Analysis	GMG SEG 5	Post [63631] incorrectly listed as Director, Debt Strategy in the the Civil Service Establishment (General) (Amendment) (NO. 2) ORDER, 2011.
1			
1	<b>Total - Debt Management Unit (New)</b>		
1	<b>Total - Economic Management Division</b>		

#### Public Enterprise Division

##### Secretariat for Board Nomination Selection & Appointment

No. of Offices	Office	Classification	Remark
1	Director, Public Body Board Secretariat	GMG SEG 4	New post [# 72230] with effect from February 3, 2020.
3	Technical Officer	GMG SEG 3	Three (3) new posts [s 72231-3] with effect from February 3, 2020.
1	Administrative Assistant	GMG AM 2	New post [# 72234] with effect from February 3, 2020.
5			
5	<b>Total - Secretariat for Board Nomination Selection &amp; Appointment</b>		
5	<b>Total - Public Enterprise Division</b>		

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Strategic Human Resource Management Division (SHRMD)

#### Employee Relations Branch

#### Compensation Management Section

No. of Offices	Office	Classification	Remark
1	Senior Director, Compensation Management	GMG SEG 5	Post [# 1783] of Senior Director, Compensation (GMG/SEG 5) retitled and transferred from Strategic Human Resource Management Division, Compensation Management & Implementation Branch with effect from October 28, 2019.
2	Chief Compensation Analyst	GMG SEG 4	Two (2) posts [#s 624 & 1784] of Chief Compensation Analyst (GMG/SEG 4) transferred from Strategic Human Resource Management Division, Compensation Management & Implementation Branch with effect from October 28, 2019.
2	Senior Compensation Analyst	GMG SEG 3	Two (2) posts [#s 628 & 1785] of Senior Compensation Analyst (GMG/SEG 3) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Compensation Unit with effect from October 28, 2019.
4	Compensation Analyst 2	GMG SEG 2	Four (4) posts [#s 631, 1786, 1788 & 50006] of Compensation Analyst 2 (GMG/SEG 2) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Compensation Unit with effect from October 28, 2019.
2	Compensation Analyst 1	GMG SEG 1	Two (2) posts [#s 630 & 1787] of Compensation Analyst 1 (GMG/SEG 1) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Compensation Unit with effect from October 28, 2019.
1	Administrator	GMG AM 3	Post [# 1789] of Administrator (GMG/AM 3) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Compensation Unit with effect from October 28, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Strategic Human Resource Management Division (SHRMD)

#### Employee Relations Branch

#### Industrial Relations Section

No. of Offices	Office	Classification	Remark
1	Senior Director, Industrial Relations	GMG SEG 5	Post [# 1807] of Senior Director, Industrial Relations (GMG/SEG 5) transferred from Strategic Human Resource Management Division, Compensation Management & Implementation Branch with effect from October 28, 2019.
1	Chief Industrial Relations Officer	GMG SEG 4	Post [# 1808] of Chief Industrial Relations Officer (GMG/SEG 3) upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.
2	Chief Industrial Relations Officer	GMG SEG 4	Two (2) posts [#s 1809 & 1811] of Senior Industrial Relations Officer (GMG/SEG 2) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.
1	Industrial Relations Officer	GMG SEG 3	Post [# 1810] of Senior Industrial Relations Officer (GMG/SEG 2) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.
2	Industrial Relations Officer	GMG SEG 3	Two (2) posts [#s 1812 & 1813] of Industrial Relations Officer (GMG/SEG 1) upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.
2	Industrial Relations Administrator	GMG AM 4	Post [# 1814] of Senior Industrial Relations Administrator (GMG/AM 4) retitled and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.
1	Industrial Relations Administrator	GMG AM 4	Post [# 1817] of Industrial Relations Administrator (GMG/AM 3) upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Strategic Human Resource Management Division (SHRMD)

#### Employee Relations Branch

#### Industrial Relations Section

No. of Offices	Office	Classification	Remark
1	Administrator	GMG AM 3	Post [# 1818] of Senior Secretary (OPS/SS 3) retitled, reclassified and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.

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#### Employment Welfare Management Section

No. of Offices	Office	Classification	Remark
1	Senior Director, Employment Welfare Management	GMG SEG 5	Post [# 1768] of Senior Director, Employment Welfare Management (GMG/SEG 5) transferred from Strategic Human Resource Management Division, Compensation Management & Implementation Branch with effect from October 28, 2019.

1

#### Employment Welfare Management Section - Occupational Health Safety & Counseling Unit

No. of Offices	Office	Classification	Remark
1	Director, Occupational Health, Safety & Counselling	GMG SEG 4	Post [# 63009] of Director, Occupational Health & Safety (GMG/SEG 3) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations with effect from October 28, 2019.
1	Manager, Employee Assistance & Counselling	GMG SEG 3	Post [# 689] of Director, Employee Assistance/Counselling Prog. (GMG/SEG 3) retitled and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Employee Assistance Programme with effect f
1	Occupational Health & Safety Officer	GMG SEG 2	Post [#s 1822] of Counsellor (GMG/SEG 2) retitled and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Employee Assistance Programme with effect from October 28, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Finance & the Public Service

#### Strategic Human Resource Management Division (SHRMD)

##### Employee Relations Branch

##### Employment Welfare Management Section - Occupational Health Safety & Counseling Unit

No. of Offices	Office	Classification	Remark
1	Counsellor	GMG SEG 2	Post [#s 1823] of Counsellor (GMG/SEG 2) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Employee Assistance Programme with effect from October 28, 2019.
1	Senior Secretary	OPS SS 3	Post [# 1819] of Secretary 2 (OPS/SS 2) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Industrial Relations Unit with effect from October 28, 2019.
1	Senior Secretary	OPS SS 3	Post [# 1782] of Senior Secretary (OPS/SS 3) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations with effect from October 28, 2019.

**6**

##### Employment Welfare Management Section - Leave & Benefits Administration Unit

No. of Offices	Office	Classification	Remark
1	Director, Leave & Benefits Administration	GMG SEG 4	New post [# 72054] with effect from October 28, 2019.
1	Manager, Benefits Administration	GMG SEG 3	Post [# 1781] of Director, Special Benefits (GMG/SEG 3) retitled and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Special Benefits Projects with effect from October 28, 2019.
1	Manager, Leave Administrator	GMG SEG 3	Post [# 1770] of Director (GMG/SEG 2) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Leave Administration with effect from October 28, 2019.
1	Benefits Officer	GMG SEG 2	Post [# 1769] of Director, Negotiated Benefits (GMG/SEG 2) retitled and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations with effect from October 28, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Strategic Human Resource Management Division (SHRMD)

#### Employee Relations Branch

#### Employment Welfare Management Section - Leave & Benefits Administration Unit

No. of Offices	Office	Classification	Remark
1	Benefits Officer	GMG SEG 2	Post [# 1772] of Director, Health Benefits (GMG/SEG 1) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations with effect from October 28, 2019.
1	Benefits Officer	GMG SEG 2	Post [# 1773] of Administrator (GMG/SEG 1) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Special Benefits Projects with effect from October 28, 2019.
1	Senior Leave Officer	GMG SEG 2	Post [# 63012] of Director 1 (GMG/SEG 1) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Leave Administration with effect from October 28, 2019.
1	Leave Officer	GMG SEG 1	Post [# 1774] of Leave Officer (GMG/AM 4) reclassified and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Leave Administration with effect from October 28, 2019.
1	Administrator	GMG AM 3	Post [# 1777] of Senior Secretary (OPS/SS 3) retitled, reclassified and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations with effect from October 28, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

### Strategic Human Resource Management Division (SHRMD)

#### Employee Relations Branch

#### Employment Welfare Management Section - Loan & Grant Administration Unit

No. of Offices	Office	Classification	Remark
1	Director, Loans & Grants Administration	GMG SEG 4	Post [# 1779] of Director, Loan Administration (GMG/SEG 3) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Loan Administration with effect from October 28, 2
1	Manager, Loans & Grants Administration	GMG SEG 3	Post [# 1780] of Director 2 (GMG/SEG 2) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Loan Administration with effect from October 28, 2019.
2	Loans Officer	GMG SEG 1	Two (2) posts [#s 1775 & 63010] of Director 1 (GMG/SEG 1) retitled and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Loan Administration with effect from October 28, 2019.
1	Loans Officer	GMG SEG 1	Post [# 1776] of Loans Officer (GMG/AM 4) reclassified and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Loan Administration with effect from October 28, 2019.
1	Data Entry Officer	MIS IT 2	Post [# 63011] of Data Entry Officer (MIS/IT 2) transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations, Loan Administration with effect from October 28, 2019.
1	Senior Secretary	OPS SS 3	Post [# 1778] of Secretary 2 (OPS/SS 2) retitled, upgraded and transferred from Public Service Establishment Division/Strategic HRM Division (SHRMD), Benefits Admin./Employee Relations with effect from October 28, 2019.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Finance & the Public Service**

**Strategic Human Resource Management Division (SHRMD)**

**Employee Relations Branch**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Principal Director, Employee Relations	GMG SEG 6	Post [# 64475] of Principal Director, Compensation Management & Implementation (GMG/SEG 6) retitled and transferred from Strategic Human Resource Management Division, Compensation Management & Implementation Branch with effect from October 28, 2019.
1	Administrator	GMG AM 4	Post [# 1790] of Senior Secretary (OPS/SS 3) retitled, reclassified and transferred from Strategic Human Resource Management Division, Compensation Unit with effect from October 28, 2019.
2			
<b>48</b>	<b>Total - Employee Relations Branch</b>		
<b>48</b>	<b>Total - Strategic Human Resource Management Division (SHRMD)</b>		
<b>78</b>	<b>Total - Ministry of Finance &amp; the Public Service</b>		

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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Foreign Affairs & Foreign Trade

#### Corporate Services Division

##### Document, Information & Access Services

No. of Offices	Office	Classification	Remark
1	Senior Library Assistant	PIDG LA 2	E. Post [# 5078] inadvertently entered as Senior Assistant Librarian in the CSE (General) Order 2016.
1			
1	<b>Total - Document, Information &amp; Access Services</b>		
1	<b>Total - Corporate Services Division</b>		

#### Foreign Trade Division

##### Multilateral Affairs Division

No. of Offices	Office	Classification	Remark
1	Senior Director, Multilateral Affairs	FSG FSO 7	E. Post [# 63222] of Ambassador (FSG/FSO 7) retitled and transferred from the Embassy in Kuwait with effect from June 16, 2019.
1			
1	<b>Total - Multilateral Affairs Division</b>		

##### Consular Affairs Division

No. of Offices	Office	Classification	Remark
1	Assistant Director, Consular Affairs	FSG FSO 4	E. Post [# 63223] of Minister/Counsellor (FSG/FSO 4) retitled and transferred from the Embassy in Kuwait with effect from June 16, 2019.
1			
1	<b>Total - Consular Affairs Division</b>		

##### Economic Affairs Division

No. of Offices	Office	Classification	Remark
1	Foreign Service Officer	FSG FSO 2	E. Post [# 63224] of First Secretary (FSG/FSO 2) retitled and transferred from the Embassy in Kuwait with effect from June 16, 2019.
1			
1	<b>Total - Economic Affairs Division</b>		

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Foreign Affairs & Foreign Trade

#### Foreign Trade Division

##### Finance & Accounts

##### Missions Accounts Unit

No. of Offices	Office	Classification	Remark
1	Mission Accounts Officer 2	FMG AT 2	E. Post [# 63225] of Accountant/Office Manager (FMG/AT 2) retitled and transferred from the Embassy in Kuwait with effect from June 16, 2019.
1			
1	<b>Total - Finance &amp; Accounts</b>		

#### Human Resource Management & Development Division

No. of Offices	Office	Classification	Remark
1	Senior Secretary	OPS SS 3	E. Post [# 63226] of Senior Secretary (OPS/SS 3) transferred from the Embassy in Kuwait with effect from June 16, 2019.
1			
1	<b>Total - Human Resource Management &amp; Development Division</b>		
5	<b>Total - Foreign Trade Division</b>		

#### Jamaican High Commission - New Delhi, India

No. of Offices	Office	Classification	Remark
1	High Commissioner	FSG FSO 7	New post [# 72096] with effect from December 9, 2019.
1	Minister Counsellor	FSG FSO 4	New post [# 72097] with effect from December 9, 2019.
1	Mission Accounts Officer	FMG AT 3	New post [# 72098] with effect from December 9, 2019.
1	Senior Secretary	OPS SS 3	New post [# 72099] with effect from December 9, 2019.
1	Chauffeur/Messenger		New post [# 72100] with effect from December 9, 2019.
1	Office Attendant		New post [# 72101] with effect from December 9, 2019.
6			
6	<b>Total - Jamaican High Commission - New Delhi, India</b>		

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Foreign Affairs & Foreign Trade**

**Jamaican High Commission - Brussels**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Counsellor	FSG FSO 3	E. Post [# 4937] of Counsellor (FSG/FSO 3) transferred from High Commission in Port of Spain, Trinidad and Tobago with effect from January 12, 2019.
1			
1	<b>Total - Jamaican High Commission - Brussels</b>		
13	<b>Total - Ministry of Foreign Affairs &amp; Foreign Trade</b>		

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Tourism

### Corporate Services

#### Documentation/Information & Access Services

No. of Offices	Office	Classification	Remark
1	Registrar	PIDG RIM 3	Post [# 53510] of Registrar (PIDG/RIM 2) upgraded with effect from August 5, 2019.
1	Records Officer 1	PIDG RIM 2	Post [# 64027] of Records Clerk/Receptionist (PIDG/RIM 1) retitled and upgraded with effect from August 5, 2019.
1	Records Officer 1	PIDG RIM 2	Post [# 56657] of Registry Clerk (PIDG/RIM 1) retitled and upgraded with effect from August 5, 2019.
<b>3</b>			
<b>3</b>	<b>Total - Documentation/Information &amp; Access Services</b>		
<b>3</b>	<b>Total - Corporate Services</b>		
<b>3</b>	<b>Total - Ministry of Tourism</b>		

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Labour & Social Security

### Executive Office

No. of Offices	Office	Classification	Remark
1	Director, International Labour Agencies & Information	GMG SEG 3	Post [# 71524] of Director, International Labour Agencies & Information (GMG/SEG 3) transferred from Planning, Research and Statistics Division with effect from September 16, 2019.

1

1 Total - Executive Office

### Social Security Division

#### Early Stimulation Programme

##### Counselling Services

No. of Offices	Office	Classification	Remark
1	Counsellor	SWG PS 3	New post [# 72004] with effect from September 2, 2019.

1

##### Support Services

No. of Offices	Office	Classification	Remark
1	Receptionist	GMG AM 1	New post [# 72006] with effect from September 2, 2019.
1	Office Attendant	LMO TS 2	New post [# 72007] with effect from September 2, 2019.
1	Watchman	LMO TS 2	New post [# 72008] with effect from September 2, 2019.
1	Driver	LMO DR 1	New post [# 72010] with effect from September 2, 2019.
1	Groundsman/Caretaker	LMO TS 1	New post [# 72009] with effect from September 2, 2019.

5

##### St. James

No. of Offices	Office	Classification	Remark
1	Coordinator, St. James	SWG PS 3	New post [# 72011] with effect from September 2, 2019.
1	Senior Child Development Officer	SWG PS 2	New post [# 72012] with effect from September 2, 2019.
3	Child Development Officer	SWG SSA 2	Three (3) new posts [#s 72013-15] with effect from September 2, 2019.
1	Receptionist	GMG AM 1	New post [# 72016] with effect from September 2, 2019.
1	Office Attendant	LMO TS 2	New post [# 72017] with effect from September 2, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Labour & Social Security

#### Social Security Division

#### Early Stimulation Programme

##### St. James

No. of Offices	Office	Classification	Remark
1	Watchman	LMO TS 2	New post [# 72019] with effect from September 2, 2019.
1	Groundsman/Caretaker	LMO TS 1	New post [# 72018] with effect from September 2, 2019.
<b>9</b>			

##### Stimulation Plus

No. of Offices	Office	Classification	Remark
1	Coordinator, Stimulation Plus	SWG PS 3	New post [# 72020] with effect from September 2, 2019.
1	Receptionist	GMG AM 1	New post [# 72021] with effect from September 2, 2019.
1	Cook	LMO TS 3	New post [# 72025] with effect from September 2, 2019.
1	Assistant Cook	LMO TS 2	New post [# 72026] with effect from September 2, 2019.
1	Watchman	LMO TS 2	New post [# 72024] with effect from September 2, 2019.
1	Office Attendant	LMO TS 2	New post [# 72022] with effect from September 2, 2019.
1	Groundsman/Caretaker	LMO TS 1	New post [# 72023] with effect from September 2, 2019.
10	Special Education Practitioner		Ten (10) new posts [#s 72027-36] with effect from September 2, 2019.
<b>17</b>			

##### Portland

No. of Offices	Office	Classification	Remark
1	Coordinator, Portland	SWG PS 3	New post [# 72037] with effect from September 2, 2019.
1	Senior Child Development Officer	SWG PS 2	New post [# 72038] with effect from September 2, 2019.
3	Child Development Officer	SWG SSA 2	Three (3) new posts [#s 72039-41] with effect from September 2, 2019.
6	Special Education Practitioner		Six (6) new posts [#s 72042-47 ] with effect from September 2, 2019.
1	Receptionist	GMG AM 1	New post [# 72048 ] with effect from September 2, 2019.
1	Cook	LMO TS 3	New post [# 72052 ] with effect from September 2, 2019.
1	Assistant Cook	LMO TS 2	New post [# 72053] with effect from September 2, 2019.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Labour & Social Security**

**Social Security Division**

**Early Stimulation Programme**

**Portland**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Office Attendant	LMO TS 2	New post [# 72049] with effect from September 2, 2019.
1	Watchman	LMO TS 2	New post [# 72051] with effect from September 2, 2019.
1	Groundsman/Caretaker	LMO TS 1	New post [# 72050] with effect from September 2, 2019.

**17**

**Physiotherapy Services**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Physiotherapist 1	HPC PT 1	New post [# 72005] with effect from September 2, 2019.

**1**

**50 Total - Early Stimulation Programme**

**50 Total - Social Security Division**

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**51 Total - Ministry of Labour & Social Security**

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Office of the Chief Education Officer

No. of Offices	Office	Classification	Remark
1	Chief Educational Officer	GMG CTD 1	Post [# 6186] of Chief Educational Officer (GMG CTD 1) transferred from Educational Services Division, Ministry of Education, Youth & Information with effect from November 25, 2019.

1

**1 Total - Office of the Chief Education Officer**

#### Tertiary Branch

##### Tertiary Financial Support Unit

No. of Offices	Office	Classification	Remark
1	Manager, Financial Support	GMG SEG 2	Post [# 71334] of Financial Assistance Officer (GMG/SEG 2) retitled with effect from February 3, 2020.

1

**1 Total - Tertiary Branch**

#### School's Operation Branch

No. of Offices	Office	Classification	Remark
1	Deputy Chief Education Officer - Schools Operation	GMG EO 5	Post [# 6783] of Deputy Chief Education Officer - Schools Operation (GMG/EO 5) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.

1

#### Administration Section

No. of Offices	Office	Classification	Remark
1	Senior Education Officer - Primary Coordinator	GMG EO 3	Post [# 6630] of Senior Education Officer - Primary Coordinator (GMG/EO 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Senior Education Officer Indp. School Coordination	GMG EO 3	Post [# 6784] of Senior Education Officer Indp. School Coordination (GMG/EO 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### School's Operation Branch

##### Administration Section

No. of Offices	Office	Classification	Remark
1	Administrator	GMG AM 3	Post [# 6785] of Administrator (GMG/AM 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
2	Secretary 1	OPS SS 1	Two (2) posts [#s 6788-9] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Records Officer 1	PIDG RIM 2	Post [# 6790] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.

**6**

##### School Feeding Programme

No. of Offices	Office	Classification	Remark
1	Director	GMG SEG 3	Post [# 53573] of Director (GMG/SEG 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Director 1	GMG SEG 1	Post [# 50336] of Director 1 (GMG/SEG 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Records Officer 1	PIDG RIM 2	Post [# 50337] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
3	Records Clerk	PIDG RIM 1	Three (3) posts [#s 50339-41] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Driver	LMO DR 1	Post [# 50342] of Driver (LMO/DR 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### School's Operation Branch

#### Student Assessment Section

No. of Offices	Office	Classification	Remark
1	Manager	GMG EO 4	Post [# 6693] of Manager (GMG/EO 4) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
<b>1</b>			

#### Student Assessment Section - Test Construction Unit

No. of Offices	Office	Classification	Remark
2	Senior Assessment Officer	GMG EO 3	Two (2) posts [#s 6629 & 6694] of Senior Assessment Officer (GMG/EO 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
4	Assessment Officer	GMG EO 2	Four (4) posts [#s 6632 & 6695-7] of Assessment Officer (GMG/EO 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Computer Systems Manager	MIS IT 4	Post [# 53795] of Computer Systems Manager (MIS/IT 4) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Database Administrator	MIS IT 3	Post [# 53794] of Database Administrator (MIS/IT 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Data Processing Supervisor	MIS IT 2	Post [# 53793] of Data Processing Supervisor (MIS/IT 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
<b>9</b>			

#### Student Assessment Section - Data Processing & Analysis Unit

No. of Offices	Office	Classification	Remark
3	Data Entry Clerk	MIS IT 1	Three (3) posts [#s 53796-7 & 54036] of Data Entry Clerk (MIS/IT 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
<b>3</b>			

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### School's Operation Branch

#### Student Assessment Section - Examination Administration

No. of Offices	Office	Classification	Remark
1	Manager	GMG AM 4	Post [# 6698] of Manager (GMG/AM 4) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
4	Examination Supervisor	PIDG RIM 3	Four (4) posts [#s 6706-8 & 53798] of Examination Supervisor (PIDG/RIM 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
10	Records Officer 1	PIDG RIM 2	Ten (10) posts [#s 53799-808] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
7	Records Clerk	PIDG RIM 1	Seven (7) post [#s 53809-14 & 53817] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.

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#### Student Assessment Section - Office Management Unit

No. of Offices	Office	Classification	Remark
1	Office Manager	GMG AM 2	Post [# 53818] of Office Manager (GMG/AM 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Records Clerk	PIDG RIM 1	Post [# 53819] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Machine Operator	LMO TS 2	Post [# 53822] of Machine Operator (LMO/TS 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.

**3**



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### School's Operation Branch

##### Student Assessment Section - Transcripts Unit

No. of Offices	Office	Classification	Remark
2	Records Officer	PIDG RIM 2	Two (2) posts [#s 53820-1] of Records Officer (PIDG/RIM 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
2			

##### Student Assessment Section - Item Bank Unit

No. of Offices	Office	Classification	Remark
1	Item Bank Supervisor	GMG AM 2	Post [# 53823] of Item Bank Supervisor (GMG/AM 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
2	Secretary 2	OPS SS 2	Two (2) posts [#s 6700-1] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
3			

##### Student Assessment Section - Typing Pool

No. of Offices	Office	Classification	Remark
1	Supervisor, Typing Pool	OPS SS 3	Post [# 6699] of Supervisor, Typing Pool (OPS/SS 3) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 6702] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, School's Operation Branch with effect from November 25, 2019.
2			

**59 Total - School's Operation Branch**

#### Curriculum & Support Services Branch

No. of Offices	Office	Classification	Remark
1	Deputy Chief Education Officer	GMG EO 5	Post [# 6582] of Deputy Chief Education Officer (GMG/EO 5) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

No. of Offices	Office	Classification	Remark
1	Senior Secretary	OPS SS 3	Post [# 6286] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 6583] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

**3**

#### Special Education Section

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 6584] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
4	Education Officer	GMG EO 2	Four (4) posts [#s 6585] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Education Officer (Braille Operations)	GMG EO 2	Post [# 56510] of Education Officer (Braille Operations) (GMG/EO 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 6787] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Chauffeur	LMO DR 1	Post [# 58225] of Chauffeur (LMO/DR 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

#### Media Services Section

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 53542] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
3	Senior Education Officer	GMG EO 3	Three (3) posts [#s 6592, 53543-5] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
3	Education Officer	GMG EO 2	Three (3) posts [#s 6593-5] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Educational Officer, Library	GMG EO 2	Post [# 6598] of Educational Officer, Library (GMG/EO 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Video Production Officer	MCG AVP 5	Post [# 53546] of Video Production Officer (MCG/AVP 5) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Radio Production Officer	MCG AVP 5	Post [# 53547] of Radio Production Officer (MCG/AVP 5) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Technical Support Officer	MIS IT 5	Post [# 53548] of Technical Support Officer (MIS/IT 5) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Web Page Designer	MIS IT 5	Post [# 53549] of Web Page Designer (MIS/IT 5) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

#### Media Services Section

No. of Offices	Office	Classification	Remark
1	Art Director	MCG AVT 4	Post [# 53550] of Art Director (MCG/AVT 4) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Librarian	PIDG LB 3	Post [# 6597] of Librarian (PIDG/LB 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Administrator	GMG AM 3	Post [# 53545] of Administrator (GMG/AM 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Manager	PIDG RIM 4	Post [# 54042] of Manager (PIDG/RIM 4) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Graphic Artist	MCG AVT 2	Post [# 53551] of Graphic Artist (MCG/AVT 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 53553] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Administrator	GMG AM 2	Post [# 6596] of Administrator (GMG/AM 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Bookstore Supervisor	PIDG RIM 3	Post [# 6603] of Bookstore Supervisor (PIDG/RIM 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Education, Youth & Information

#### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

#### Media Services Section

No. of Offices	Office	Classification	Remark
1	Data Entry Clerk	MIS IT 1	Post [# 59179] of Data Entry Clerk (MIS/IT 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 53554] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Records Clerk	PIDG RIM 1	Post [# 53556] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Attendant	LMO TS 2	Post [# 6615] of Attendant (LMO/TS 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Attendant	LMO TS 1	Post [# 6395] of Attendant (LMO/TS 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

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#### Core Curriculum Section

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 6621] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
7	Senior Education Officer	GMG EO 3	Seven (7) posts [#s 6622-28] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

##### Core Curriculum Section

No. of Offices	Office	Classification	Remark
1	Equipment Specialist	GMG EO 3	Post [# 7223] of Equipment Specialist (GMG/EO 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
20	Education Officer 1	GMG EO 2	Twenty (20) posts [#s 6631 & 6633-51] of Education Officer 1 (GMG/EO 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Administrator	GMG AM 2	Post [# 6652] of Administrator (GMG/AM 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6655] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 6656] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
5	Secretary 1	OPS SS 1	Five (5) posts [#s 6658-62] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Records Officer 1	PIDG RIM 2	Post [# 6663] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

##### Technical & Vocational Section

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 6674] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Curriculum & Support Services Branch, Technical & Vocational Section with effect from November 25, 2019.
5	Senior Education Officer	GMG EO 3	Five (5) posts [#s 6675-9] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Curriculum & Support Services Branch, Technical & Vocational Section with effect from November 25, 2019.
6	Education Officer	GMG EO 2	Six (6) posts [#s 6680-5] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Curriculum & Support Services Branch, Technical & Vocational Section with effect from November 25, 2019.
1	Administrative Assistant	GMG AM 3	Post [# 6686] of Administrative Assistant (GMG/AM 3) transferred from Educational Services Division, Curriculum & Support Services Branch, Technical & Vocational Section with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6687] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Curriculum & Support Services Branch, Technical & Vocational Section with effect from November 25, 2019.
4	Secretary 1	OPS SS 1	Four (4) posts [#s 6688-91] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Curriculum & Support Services Branch, Technical & Vocational Section with effect from November 25, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

#### Guidance & Counselling Section

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 6752] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Curriculum & Support Services Branch, Guidance & Counselling Section with effect from November 25, 2019.
1	Senior Education Officer	GMG EO 3	Post [# 6753] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Curriculum & Support Services Branch, Guidance & Counselling Section with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6760] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Curriculum & Support Services Branch, Guidance & Counselling Section with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 6761] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Curriculum & Support Services Branch, Guidance & Counselling Section with effect from November 25, 2019.
1	Secretary 1	OPS SS 1	Post [# 6763] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Curriculum & Support Services Branch, Guidance & Counselling Section with effect from November 25, 2019.

**5**

#### Early Childhood Section

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 6764] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Senior Education Officer	GMG EO 3	Post [# 6765] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Curriculum & Support Services Branch

##### Early Childhood Section

No. of Offices	Office	Classification	Remark
1	Administrative Manager	GMG SEG 1	Post [# 59136] of Administrative Manager (GMG/SEG 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	Post [# 6768] of Records Officer 2 (PIDG/RIM 3) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.
1	Secretary 1	OPS SS 1	Post [# 6772] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

**5**

##### Early Childhood Section - Day Care Centre

No. of Offices	Office	Classification	Remark
2	Records Officer 1	PIDG RIM 2	Two (2) posts [#s 38026-7] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Curriculum & Support Services Branch with effect from November 25, 2019.

**2**

**104 Total - Curriculum & Support Services Branch**

##### Tertiary Branch

No. of Offices	Office	Classification	Remark
1	Assistant Chief Education Officer	GMG EO 4	Post [# 6792] of Assistant Chief Education Officer (GMG/EO 4) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.

**1**

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Tertiary Branch

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Standards Officer	GMG EO 3	Post [# 55866] of Standards Officer (GMG/EO 3) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
1	Administrator	GMG AM 3	Post [# 6793] of Administrator (GMG/AM 3) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
1	Administrator 2	GMG AM 2	Post [# 6794] of Administrator 2 (GMG/AM 2) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6798] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
1	Secretary 1	OPS SS 1	Post [# 6799] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
1	Records Officer 1	PIDG RIM 2	Post [# 6801] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
<b>6</b>			

#### Supervisory of Tertiary Education Section

No. of Offices	Office	Classification	Remark
2	Senior Education Officer	GMG EO 3	Two (2) posts [#s 6802 & 50017] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
1	Education Officer	GMG EO 2	Post [# 6803] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
<b>3</b>			

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Education, Youth & Information

#### Division of Schools Services (DSS)

##### Tertiary Branch

##### Training of Staff Nurses & Midwives Section

No. of Offices	Office	Classification	Remark
1	Tutor 2	HPC RN 4	Post [# 58014] of Tutor 2 (HPC/RN 4) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.
11	Tutor 1	HPC RN 3	Eleven (11) posts [#s 58015-25] of Tutor 1 (HPC/RN 3) transferred from Educational Services Division, Tertiary Branch with effect from November 25, 2019.

12

**22 Total - Tertiary Branch**

##### Regional Guidance & Counselling Branch

No. of Offices	Office	Classification	Remark
6	Senior Education Officer	GMG EO 3	Six (6) posts [#s 6754-9] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Regional Guidance & Counselling Branch with effect from November 25, 2019.
6	Education Officer	GMG EO 2	Six (6) posts [#s 63900-5] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Regional Guidance & Counselling Branch with effect from November 25, 2019.
6	Educational Social Worker	GMG EO 1	Six (6) posts [#s 63906-11] of Educational Social Worker (GMG/EO 1) transferred from Educational Services Division, Regional Guidance & Counselling Branch with effect from November 25, 2019.
6	Health & Family Life Educator	GMG EO 1	Six (6) posts [#s 63951-6] of Health & Family Life Educator (GMG/EO 1) transferred from Educational Services Division, Regional Guidance & Counselling Branch with effect from November 25, 2019.
6	Administrative Assistant	GMG AM 3	Six (6) posts [#s 63912-7] of Administrative Assistant (GMG/AM 3) transferred from Educational Services Division, Regional Guidance & Counselling Branch with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Regional Guidance & Counselling Branch

No. of Offices	Office	Classification	Remark
6	Records Officer	PIDG RIM 2	Six (6) posts [#s 63918-23] of Records Officer (PIDG/RIM 2) transferred from Educational Services Division, Regional Guidance & Counselling Branch with effect from November 25, 2019.

**36**

**36 Total - Regional Guidance & Counselling Branch**

#### Region I - Kingston

##### Director & Administration

No. of Offices	Office	Classification	Remark
1	Director, Regional Educational Services	GMG EO 4	Post [# 6804] of Director, Regional Educational Services (GMG/EO 4) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Senior Education Officer	GMG EO 3	Post [# 6805] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Regional Financial Controller	FMG PA 2	Post [# 6807] of Regional Financial Controller (FMG/PA 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Director, Personnel	GMG SEG 1	Post [# 6806] of Director, Personnel (GMG/SEG 1) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Information Technology Administrator	MIS IT 4	Post [# 58944] of Information Technology Administrator (MIS/IT 4) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Personnel Officer	GMG AM 3	Post [# 6808] of Personnel Officer (GMG/AM 3) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Assistant Personnel Officer	GMG AM 2	Post [# 6809] of Assistant Personnel Officer (GMG/AM 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region I - Kingston

#### Director & Administration

No. of Offices	Office	Classification	Remark
1	Office Manager	GMG AM 2	Post [# 6817] of Office Manager (GMG/AM 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6818] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Supervisor, Typing Pool	OPS SS 3	Post [# 6779] of Supervisor, Typing Pool (OPS/SS 3) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	Post [# 6820] of Records Officer 2 (PIDG/RIM 3) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Personnel Administrator	GMG AM 1	Post [# 6810] of Personnel Administrator (GMG/AM 1) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 6780] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
5	Records Officer 1	PIDG RIM 2	Five (5) posts [#s 6812-16] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1	Data Processing Officer	MIS IT 1	Post [# 6811] of Data Processing Officer (MIS/IT 1) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
2	Secretary 1	OPS SS 1	Two (2) posts [#s 6289 & 6825] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
2	Records Clerk	PIDG RIM 1	Two (2) posts [#s 6821 & 6823] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region I - Kingston

#### Supervision of Schools - Early Childhood Education

No. of Offices	Office	Classification	Remark
2	Assistant Education Officer	GMG EO 1	Two (2) posts [#s 6827 & 6832] of Assistant Education Officer (GMG/EO 1) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
2			

#### Supervision of Schools - Primary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 6839] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region I -Kingston with effect from November 25, 2019.
8	Education Officer	GMG EO 2	Eight (8) posts [#s 6840-47] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
9			

#### Supervision of Schools - Secondary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer - Secondary Coordination	GMG EO 3	Post [# 6848] of Senior Education Officer - Secondary Coordination (GMG/EO 3) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
5	Education Officer	GMG EO 2	Five (5) posts [#s 6849-54] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
6			

#### Community Relations

No. of Offices	Office	Classification	Remark
1	Education Officer	GMG EO 2	Post [# 6855] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region I - Kingston with effect from November 25, 2019.
1			

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region I - Kingston

#### Supervision of Facilities

No. of Offices	Office	Classification	Remark
1	Regional Building Officer	SOG ST 5	Post [# 6857] of Regional Building Officer (SOG/ST 5) transferred from Educational Services Division, Region I with effect from November 25, 2019.
3	Assistant Building Officer	SOG ST 4	Three (3) posts [#s 6858-60] of Assistant Building Officer (SOG/ST 4) transferred from Educational Services Division, Region I with effect from November 25, 2019.

4

#### Payments

No. of Offices	Office	Classification	Remark
1	Voucher Preparation Officer	FMG AT 1	Post [# 56915] of Voucher Preparation Officer (FMG/AT 1) transferred from Educational Services Division, Region I with effect from November 25, 2019.

1

**46 Total - Region I - Kingston**

#### Region II - Portland

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Director, Regional Educational Services	GMG EO 4	Post [# 6862] of Director, Regional Educational Services (GMG/EO 4) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Regional Financial Controller	FMG PA 2	Post [# 6864] of Regional Financial Controller (FMG/PA 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Information Technology Administrator	MIS IT 4	Post [# 58945] of Information Technology Administrator (MIS/IT 4) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Director, Personnel	GMG SEG 1	Post [# 6863] of Director, Personnel (GMG/SEG 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region II - Portland

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Personnel Officer	GMG AM 3	Post [# 6865] of Personnel Officer (GMG/AM 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Assistant Personnel Officer	GMG AM 2	Post [# 6866] of Assistant Personnel Officer (GMG/AM 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Office Manager	GMG AM 2	Post [# 6868] of Office Manager (GMG/AM 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6869] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Supervisor, Typing Pool	OPS SS 3	Post [# 6870] of Supervisor, Typing Pool (OPS/SS 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	Post [# 6875] of Records Officer 2 (PIDG/RIM 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Personnel Administrator 2	GMG AM 1	Post [# 6867] of Personnel Administrator 2 (GMG/AM 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
2	Records Officer 1	PIDG RIM 2	Two (2) posts [#s 6873-4] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
2	Secretary 1	OPS SS 1	Two (2) posts [#s 6288 & 6871] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
3	Records Clerk	PIDG RIM 1	Three (3) posts [#s 6876-8] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region II - Portland

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Data Processing Officer	MIS IT 1	Post [# 6872] of Data Processing Officer (MIS/IT 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1	Driver 1	LMO DR 1	Post [# 6879] of Driver 1 (LMO/DR 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
2	Attendant	LMO TS 1	Two (2) posts [#s 6880-1] of Attendant (LMO/TS 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.

**22**

#### Supervision of Schools - Early Childhood Education

No. of Offices	Office	Classification	Remark
1	Assistant Education Officer	GMG EO 1	Post [# 6887] of Assistant Education Officer (GMG/EO 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.

**1**

#### Supervision of Schools - Primary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 6892] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
5	Education Officer	GMG EO 2	Five (5) posts [#s 6893-7] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.

**6**

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region II - Portland

#### Supervision of Schools - Secondary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 6898] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
3	Education Officer	GMG EO 2	Three (3) posts [#s 6899-6901] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
4			

#### Community Relations

No. of Offices	Office	Classification	Remark
1	Education Officer	GMG EO 2	Post [# 6902] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1			

#### Supervision of Facilities

No. of Offices	Office	Classification	Remark
1	Regional Building Officer	SOG ST 5	Post [# 53611] of Regional Building Officer (SOG/ST 5) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
2	Assistant Building Officer	SOG ST 4	Two (2) posts [#s 6904-5] of Assistant Building Officer (SOG/ST 4) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
3			

#### Budget & Bank Reconciliation

No. of Offices	Office	Classification	Remark
1	Supervisor	FMG AT 3	Post [# 54676] of Supervisor (FMG/AT 3) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1			

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region II - Portland

#### Payments

No. of Offices	Office	Classification	Remark
1	Voucher Preparation Officer	FMG AT 1	Post [# 54677] of Voucher Preparation Officer (FMG/AT 1) transferred from Educational Services Division, Region II - Portland with effect from November 25, 2019.
1			
39	Total - Region II - Portland		

#### Region III - Browns Town

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Director, Regional Educational Services	GMG EO 4	Post [# 6907] of Director, Regional Educational Services (GMG EO 4) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Regional Financial Controller	FMG PA 2	Post [# 6909] of Regional Financial Controller (FMG PA 2) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Information Technology Administrator	MIS IT 4	Post [# 58946] of Information Technology Administrator (MIS IT 4) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Director, Personnel	GMG SEG 1	Post [# 6908] of Director, Personnel (GMG SEG 1) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Personnel Officer	GMG AM 3	Post [# 6910] of Personnel Officer (GMG AM 3) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Assistant Personnel Officer	GMG AM 2	Post [# 6911] of Assistant Personnel Officer (GMG AM 2) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region III - Browns Town

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Office Manager	GMG AM 2	Post [# 6913] of Office Manager (GMG AM 2) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6914] of Senior Secretary (OPS SS 3) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Supervisor, Typing Pool	OPS SS 3	Post [# 6915] of Supervisor, Typing Pool (OPS SS 3) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Personnel Administrator 2	GMG AM 1	Post [# 6912] of Personnel Administrator 2 (GMG AM 1) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	Post [# 6922] of Records Officer 2 (PIDG RIM 3) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
3	Records Officer 1	PIDG RIM 2	Three (3) posts [#s 6919-21] of Records Officer 1 (PIDG RIM 2) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
1	Data Processing Officer	MIS IT 1	Post [# 6918] of Data Processing Officer (MIS IT 1) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.
2	Secretary 1	OPS SS 1	Two (2) posts [#s 6916-7] of Secretary 1 (OPS SS 1) transferred from Educational Services Division, Region III - Brown's Town, Direction & Administration with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region III - Browns Town

#### Direction & Administration

No. of Offices	Office	Classification	Remark
2	Records Clerk	PIDG RIM 1	Two (2) posts [#s 6923-4] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
1	Driver 1	LMO DR 1	Post [# 6925] of Driver 1 (LMO/DR 1) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
2	Attendant 1	LMO TS 1	Two (2) posts [#s 6926-7] of Attendant 1 (LMO/TS 1) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.

**22**

#### Supervision of Schools - Primary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 6940] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
7	Education Officer	GMG EO 2	Seven (7) posts [#s 6941-7] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.

**8**

#### Supervision of Schools - Secondary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 6948] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
4	Education Officer	GMG EO 2	Four (4) posts [#s 6949-52] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.

**5**

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region III - Browns Town

#### Community Relations

No. of Offices	Office	Classification	Remark
1	Education Officer	GMG EO 2	Post [# 6953] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
<b>1</b>			

#### Supervision of Facilities

No. of Offices	Office	Classification	Remark
1	Regional Building Officer	SOG ST 5	Post [# 6955] of Regional Building Officer (SOG/ST 5) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
2	Assistant Building Officer	SOG ST 4	Two (2) posts [#s 6956-7] of Assistant Building Officer (SOG/ST 4) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
<b>3</b>			

#### Budget & Bank Reconciliation

No. of Offices	Office	Classification	Remark
1	Supervisor	FMG AT 3	Post [# 54678] of Supervisor (FMG/AT 3) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
<b>1</b>			

#### Payments

No. of Offices	Office	Classification	Remark
1	Voucher Preparation Officer	FMG AT 1	Post [# 54682] of Voucher Preparation Officer (FMG/AT 1) transferred from Educational Services Division, Region III - Brown's Town with effect from November 25, 2019.
<b>1</b>			
<b>41</b>	<b>Total - Region III - Browns Town</b>		

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region IV - Montego Bay

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Director, Regional Educational Services	GMG EO 4	Post [# 6959] of Director, Regional Educational Services (GMG/EO 4) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Regional Financial Controller	FMG PA 2	Post [# 6961] of Regional Financial Controller (FMG/PA 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Information Technology Administrator	MIS IT 4	Post [# 58947] of Information Technology Administrator (MIS/IT 4) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Director, Personnel	GMG SEG 1	Post [# 6960] of Director, Personnel (GMG/SEG 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Personnel Officer	GMG AM 3	Post [# 6962] of Personnel Officer (GMG/AM 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Assistant Personnel Officer	GMG AM 2	Post [# 6963] of Assistant Personnel Officer (GMG/AM 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Office Manager	GMG AM 2	Post [# 6965] of Office Manager (GMG/AM 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
2	Senior Secretary	OPS SS 3	Two (2) posts [#s 6966-7] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	Post [# 6974] of Records Officer 2 (PIDG/RIM 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Personnel Administrator 2	GMG AM 1	Post [# 6964] of Personnel Administrator 2 (GMG/AM 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Education, Youth & Information

#### Division of Schools Services (DSS)

##### Region IV - Montego Bay

##### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Secretary 2	OPS SS 2	Post [# 6968] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
3	Records Officer 1	PIDG RIM 2	Three (3) posts [#s 6971-3] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Secretary 1	OPS SS 1	Post [# 6969] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Data Processing Officer	MIS IT 1	Post [# 6970] of Data Processing Officer (MIS/IT 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
2	Records Clerk	PIDG RIM 1	Two (2) posts [#s 6975-6] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
1	Driver	LMO 2	Post [# 6977] of Driver (LMO 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
2	Attendant 1	LMO TS 1	Two (2) posts [#s 6978-9] of Attendant 1 (LMO/TS 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

**22**

##### Supervision of Schools - Primary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 6996] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
8	Education Officer	GMG EO 2	Eight (8) posts [#s 6997-7004] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region IV - Montego Bay

#### Supervision of Schools - Primary

**No. of  
Offices**

**Office**

**Classification**

**Remark**

**9**

#### Supervision of Schools - Secondary

**No. of  
Offices**

**Office**

**Classification**

**Remark**

1

Senior Education Officer

GMG EO 3

Post [# 7005] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

5

Education Officer

GMG EO 2

Five (5) posts [#s 7006-10] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

**6**

#### Community Relations

**No. of  
Offices**

**Office**

**Classification**

**Remark**

1

Education Officer

GMG EO 2

Post [# 7011] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

**1**

#### Supervision of Facilities

**No. of  
Offices**

**Office**

**Classification**

**Remark**

1

Regional Building Officer

SOG ST 5

Post [# 7013] of Regional Building Officer (SOG/ST 5) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

3

Assistant Building Officer

SOG ST 4

Three (3) posts [#s 7014-6] of Assistant Building Officer (SOG/ST 4) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

1

Works Overseer

SOG ST 3

Post [# 7017] of Works Overseer (SOG/ST 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.

**5**

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region IV - Montego Bay

#### Budget & Reconciliation

No. of Offices	Office	Classification	Remark
1	Supervisor	FMG AT 3	Post [# 54679] of Supervisor (FMG/AT 3) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
<b>1</b>			

#### Payments

No. of Offices	Office	Classification	Remark
1	Voucher Preparation Officer	FMG AT 1	Post [# 54683] of Voucher Preparation Officer (FMG/AT 1) transferred from Educational Services Division, Region IV - Montego Bay with effect from November 25, 2019.
<b>1</b>			

**45 Total - Region IV - Montego Bay**

#### Region V - Mandeville

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Director, Regional Educational Services	GMG EO 4	Post [# 7018] of Director, Regional Educational Services (GMG/EO 4) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Regional Financial Controller	FMG PA 2	Post [# 7020] of Regional Financial Controller (FMG/PA 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Information Technology Administrator	MIS IT 4	Post [# 58948] of Information Technology Administrator (MIS/IT 4) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Director, Personnel	GMG SEG 1	Post [# 7019] of Director, Personnel (GMG/SEG 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Personnel Officer	GMG AM 3	Post [# 7021] of Personnel Officer (GMG/AM 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region V - Mandeville

#### Direction & Administration

No. of Offices	Office	Classification			Remark
1	Assistant Personnel Officer	GMG	AM	2	Post [# 7022] of Assistant Personnel Officer (GMG/AM 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Office Manager	GMG	AM	2	Post [# 7024] of Office Manager (GMG/AM 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Senior Secretary	OPS	SS	3	Post [# 7025] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Supervisor, Typing Pool	OPS	SS	3	Post [# 7026] of Supervisor, Typing Pool (OPS/SS 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Records Officer 2	PIDG	RIM	3	Post [# 7032] of Records Officer 2 (PIDG/RIM 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Personnel Administrator 2	GMG	AM	1	Post [# 7023] of Personnel Administrator 2 (GMG/AM 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Secretary 2	OPS	SS	2	Post [# 7027] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
3	Records Officer 1	PIDG	RIM	2	Three (3) posts [#s 7029-31] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Data Processing Officer	MIS	IT	1	Post [# 7028] of Data Processing Officer (MIS/IT 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Secretary 1	OPS	SS	1	Post [# 6291] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region V - Mandeville

#### Direction & Administration

No. of Offices	Office	Classification	Remark
2	Records Clerk	PIDG RIM 1	Two (2) posts [#s 7033-4] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1	Driver 1	LMO DR 1	Post [# 7035] of Driver 1 (LMO/DR 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
2	Attendant 1	LMO TS 1	Two (2) posts [#s 7036-7] of Attendant 1 (LMO/TS 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.

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#### Supervision of Schools - Early Childhood

No. of Offices	Office	Classification	Remark
2	Assistant Education Officer	GMG EO 1	Two (2) posts [#s 7042 & 7045] of Assistant Education Officer (GMG/EO 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.

**2**

#### Supervision of Schools - Primary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 7052] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
7	Education Officer	GMG EO 2	Seven (7) posts [#s 7053-9] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region V - Mandeville

#### Community Relations

No. of Offices	Office	Classification	Remark
1	Education Officer	GMG EO 2	Post [# 7062] of Education Officer (GMG EO 2) transferred from Educational Services Division, Region V - Mandeville, Community Relations with effect from November 25, 2019.
1			

#### Supervision Of Facilities

No. of Offices	Office	Classification	Remark
1	Regional Building Officer	SOG ST 5	Post [# 7065] of Regional Building Officer (SOG/ST 5) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
3	Assistant Building Officer	SOG ST 4	Three (3) posts [#s 7066-8] of Assistant Building Officer (SOG/ST 4) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
4			

#### Budget & Bank Reconciliation

No. of Offices	Office	Classification	Remark
1	Supervisor	FMG AT 3	Post [# 54680] of Supervisor (FMG/AT 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1			

#### Payments

No. of Offices	Office	Classification	Remark
1	Voucher Preparation Officer	FMG AT 1	Post [# 54684] of Voucher Preparation Officer (FMG/AT 1) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
1			

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region V - Mandeville

#### Supervision of Schools - Secondary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 7060] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.
2	Education Officer	GMG EO 2	Two (2) posts [#s 7061 & 7063] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region V - Mandeville with effect from November 25, 2019.

3

**42 Total - Region V - Mandeville**

#### Region VI - Old Harbour

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Director, Regional Educational Services	GMG EO 4	Post [# 7070] of Director, Regional Educational Services (GMG/EO 4) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Regional Financial Controller	FMG PA 2	Post [# 7072] of Regional Financial Controller (FMG/PA 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Information Technology Administrator	MIS IT 4	Post [# 58949] of Information Technology Administrator (MIS/IT 4) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Director, Personnel	GMG SEG 1	Post [# 7071] of Director, Personnel (GMG/SEG 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Personnel Officer	GMG AM 3	Post [# 7073] of Personnel Officer (GMG/AM 3) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Assistant Personnel Officer	GMG AM 2	Post [# 7074] of Assistant Personnel Officer (GMG/AM 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region VI - Old Harbour

#### Direction & Administration

No. of Offices	Office	Classification	Remark
1	Office Manager	GMG AM 2	Post [# 7076] of Office Manager (GMG/AM 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
2	Senior Secretary	OPS SS 3	Two (2) posts [#s 7077-8] of Senior Secretary (OPS/SS 3) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	Post [# 7087] of Records Officer 2 (PIDG/RIM 3) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Personnel Administrator	GMG AM 1	Post [# 7075] of Personnel Administrator (GMG/AM 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Secretary 2	OPS SS 2	Post [# 7079] of Secretary 2 (OPS/SS 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
5	Records Officer 1	PIDG RIM 2	Five (5) posts [#s 7082-6] of Records Officer 1 (PIDG/RIM 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Data Processing Officer	MIS IT 1	Post [# 7081] of Data Processing Officer (MIS/IT 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
2	Secretary 1	OPS SS 1	Two (2) posts [#s 6290 & 7080] of Secretary 1 (OPS/SS 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
3	Records Clerk	PIDG RIM 1	Three (3) posts [#s 7088-90] of Records Clerk (PIDG/RIM 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1	Driver 1	LMO DR 1	Post [# 7092] of Driver 1 (LMO/DR 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region VI - Old Harbour

#### Direction & Administration

No. of Offices	Office	Classification	Remark
2	Attendant 1	LMO TS 1	Two (2) posts [# 7093-4] of Attendant 1 (LMO/TS 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.

26

#### Supervision of Schools - Primary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 7114] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
8	Education Officer	GMG EO 2	Eight (8) posts [#s 7115-22] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.

9

#### Supervision of Schools - Secondary

No. of Offices	Office	Classification	Remark
1	Senior Education Officer	GMG EO 3	Post [# 7123] of Senior Education Officer (GMG/EO 3) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
3	Education Officer	GMG EO 2	Three (3) posts [#s 7124-6] of Education Officer (GMG/EO 2) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.

4

#### Community Relations

No. of Offices	Office	Classification	Remark
1	Education Officer	GMG EO 2	Post [# 7127] of Education Officer (GMG EO 2) transferred from Educational Services Division, Region VI - Old Harbour, Community Relations, Ministry of Education, Youth & Information with effect from November 25, 2019.



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Division of Schools Services (DSS)

#### Region VI - Old Harbour

#### Community Relations

No. of Offices	Office	Classification	Remark
1			
Supervision of Facilities			

No. of Offices	Office	Classification	Remark
1	Regional Building Officer	SOG ST 5	Post [# 7129] of Regional Building Officer (SOG/ST 5) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
3	Assistant Building Officer	SOG ST 4	Three (3) posts [#s 7130-2] of Assistant Building Officer (SOG/ST 4) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
4			

#### Budget & Bank Reconciliation

No. of Offices	Office	Classification	Remark
1	Supervisor	FMG AT 3	Post [# 54681] of Supervisor (FMG/AT 3) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1			

#### Payments

No. of Offices	Office	Classification	Remark
1	Voucher Preparation Officer	FMG AT 1	Post [# 54685] of Voucher Preparation Officer (FMG/AT 1) transferred from Educational Services Division, Region VI - Old Harbour with effect from November 25, 2019.
1			
46	Total - Region VI - Old Harbour		
482	Total - Division of Schools Services (DSS)		

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Education, Youth & Information

#### Finance & Accounts Division

#### Final Accounts & Reporting Branch

No. of Offices	Office	Classification	Remark
1	Director, Final Accounts & Reporting	FMG PA 3	Post [# 6425] of Director, Accounting Services (FMG/PA 3) retitled and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.
1	Advance Controller	FMG PA 1	New post [# 71995] with effect from September 2, 2019.
1	Senior Final Accountant	FMG PA 1	Post [# 6439] of Supervisor, Final Accounts (FMG/PA 1) retitled and transferred from Finance & Accounts Division, Final Accounts with effect from September 2, 2019.
1	Final Accountant	FMG AT 3	Post [# 6439] of Senior Final Accounts Officer (FMG/AT 3) retitled and transferred from Finance & Accounts Division, Final Accounts with effect from September 2, 2019.
1	Final Accountant	FMG AT 3	Post [# 53536] of Supervisor, Bank Reconciliation System (FMG/AT 3) retitled and transferred from Finance & Accounts Division, Bank Reconciliation with effect from September 2, 2019.
1	Final Accountant	FMG AT 3	Post [# 6438] of Bank Reconciliation Officer (FMG/AT 2) retitled, upgraded and transferred from Finance & Accounts Division, Bank Reconciliation with effect from September 2, 2019.

6

#### 6 Total - Final Accounts & Reporting Branch

#### Office of the Principal Finance Officer

No. of Offices	Office	Classification	Remark
1	Principal Finance Officer	FMG PA 5	Post [# 6188] of Principal Finance Officer (FMG/PA 5) transferred from Finance & Accounts Division with effect from September 2, 2019.
1	Financial Analyst	FMG PA 3	New post [# 71997] with effect from September 2, 2019.
1	Financial Systems Manager	FMG PA 2	New post [# 71998] with effect from September 2, 2019.
1	Administrative Assistant	GMG AM 2	New post [# 71996] with effect from September 2, 2019.
1	Executive Secretary 1	OPS SS 4	Post [# 6459] of Senior Secretary (OPS/SS 3) retitled, upgraded and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Finance & Accounts Division

#### Office of the Principal Finance Officer

No. of Offices	Office	Classification	Remark
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**5**

**5 Total - Office of the Principal Finance Officer**

#### Schools Payroll Services Branch

No. of Offices	Office	Classification	Remark
6	Payroll Supervisor	FMG PA 1	Six (6) posts [s 6497-8 & 50318-21] of Salary Supervisor (FMG/PA 1) retitled and transferred from Finance & Accounts Division, School Financial Services with effect from September 2, 2019.
27	Payroll Officer	FMG AT 2	Twenty-Seven (27) posts [s 6443, 6446, 6450-1, 6453, 6499-500, 6502-4, 6506-10, 6512-14, 6516-24] of Salary Officer (FMG/AT 2) retitled and transferred from Finance & Accounts Division, School Financial Services with effect from September
4	Payroll Officer	FMG AT 2	Four (4) posts [s 6501, 6505, 6511 & 6515] of Salaries Officer (FMG/AT 1) retitled, upgraded and transferred from Finance & Accounts Division, School Financial Services with effect from September 2, 2019.
2	Payroll Officer	FMG AT 2	Two (2) posts [s 53539 & 53571] of Master Control Clerk Deduction (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, School Financial Services with effect from September 2, 2019.
1	Data Entry Officer	MIS IT 3	Post [s 6525] of Key punch Operator (MIS/IT 1) retitled, upgraded and transferred from Finance & Accounts Division, School Financial Services with effect from September 9, 2019.
2	Payroll Officer	FMG AT 2	Two (2) posts [s 53557-8] of Bank Reconciliation Officer (FMG/AT 2) retitled and transferred from Finance & Accounts Division, Bank Reconciliation with effect from September 9, 2019.
1	Director, Schools Payroll Services	FMG PA 3	Post [s 6426] of Director, School Finance (FMG/PA 2) retitled, upgraded and transferred from Finance & Accounts Division, Budget with effect from September 9, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Finance & Accounts Division

#### Schools Payroll Services Branch

No. of Offices	Office	Classification			Remark
1	Data Preparation Clerk 1	MIS	IT	1	Post [# 6527] of Data Preparation Clerk 1 (MIS/IT 1) transferred from Finance & Accounts Division, School Financial Services with effect from September 9, 2019.
1	Data Entry Clerk	MIS	IT	2	Post [# 6526] of Data Preparation Clerk 1 (MIS/IT 1) retitled, upgraded and transferred from Finance & Accounts Division, School Financial Services with effect from September 9, 2019.
1	Payroll Officer	FMG	AT	2	Post [# 6470] of Accounting Clerk 1 (FMG/AC 1) retitled, reclassified and transferred from Finance & Accounts Division, Bank Reconciliation with effect from September 9, 2019.
1	Payroll Officer	FMG	AT	2	Post [# 6471] of Accounting Clerk 2 (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, Final Accounts with effect from September 2, 2019.
1	Payroll Officer	FMG	AT	2	Post [# 6436] of Accounting Technician 2 (FMG/AT 2) retitled and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
2	Payroll Officer	FMG	AT	2	Two (2) posts [#s 6456-7] of Accounting Technician 1 (FMG/AT 1) retitled, upgraded and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
1	Secretary 2	OPS	SS	2	Post [# 6464] of Secretary 1 (OPS/SS 1) retitled, upgraded and transferred from Finance & Accounts Division, School Financial Services with effect from September 2, 2019.

**51**

**51 Total - Schools Payroll Services Branch**

#### Management Accounts Branch

No. of Offices	Office	Classification			Remark
1	Director, Management Accounts	FMG	PA	4	Post [# 50322] of Director, Budget and Financial Planning (FMG/PA 3) retitled, upgraded and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Finance & Accounts Division

#### Management Accounts Branch

No. of Offices	Office	Classification			Remark
1	Senior Management Accountant - Recurrent	FMG	PA	3	Post [# 6428] of Financial Controller 2 (FMG/PA 2) retitled, upgraded and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
1	Management Accountant (Recurrent)	FMG	PA	2	Post [# 6429] of Financial Controller 2 (FMG/PA 2) retitled and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
1	Management Accountant (Schools)	FMG	PA	2	Post [# 6433] of Accounting Technician 3 (FMG/AT 3) retitled, reclassified and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
1	Management Accountant (Capital)	FMG	PA	2	Post [# 6458] of Accounting Technician 1 (FMG/AT 1) retitled, reclassified and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
1	Senior Commitment Control Officer	FMG	PA	1	Post [# 6431] of Financial Controller 1 (FMG/PA 1) retitled and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
1	Commitment Control Officer	FMG	AT	3	Post [# 6430] of Accounting Technician 3 (FMG/AT 3) retitled and transferred from Finance & Accounts Division, Commitment Control with effect from September 2, 2019.
2	Budget Officer	FMG	AT	3	Two (2) posts [#s 6434-5] of Accounting Technician 3 (FMG/AT 3) retitled and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
2	Budget Officer	FMG	AT	3	Two (2) posts [#s 6447 & 6449] of Accounting Technician 1 (FMG/AT 1) retitled, upgraded and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
1	Commitment Control Officer	FMG	AT	3	Post [# 6475] of Accounting Clerk (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
1	Senior Secretary	OPS	SS	3	Post [# 6461] of Secretary 2 (OPS/SS 2) retitled, upgraded and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Finance & Accounts Division

#### Management Accounts Branch

No. of Offices	Office	Classification	Remark
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**13**

**13 Total - Management Accounts Branch**

#### Payables and Payroll Branch

No. of Offices	Office	Classification	Remark
1	Director, Accounts Payable and Payroll	FMG PA 4	Post [# 6427] of Director, Accounts (FMG/PA 3) retitled, upgraded and transferred from Finance & Accounts Division, Budget with effect from September 2, 2019.
1	Senior Secretary	OPS SS 3	Post [# 6460] of Secretary 2 (OPS/SS 2) retitled, upgraded and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.

**2**

#### Payroll Section

No. of Offices	Office	Classification	Remark
1	Payroll Manager	FMG PA 2	Post [# 6440] of Salary Supervisor (FMG/PA 1) retitled, upgraded and transferred from Finance & Accounts Division, Disbursement with effect from September 2, 2019.
8	Payroll Officer	FMG AT 2	Eight (8) posts [#s 6452, 6476-81 and 6488] of Salary Officer (FMG/AT 2) retitled and transferred from Finance & Accounts Division, General Salaries with effect from September 2, 2019.
1	Data Entry Officer	MIS IT 3	Post [# 6491] of Computer Operator (MIS/IT 2) retitled, upgraded and transferred from Finance & Accounts Division, Disbursement with effect from September 2, 2019.
1	Data Entry Clerk	MIS IT 2	Post [# 6492] of Computer Operator (MIS/IT 1) retitled, upgraded and transferred from Finance & Accounts Division, Disbursement with effect from September 2, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Education, Youth & Information

### Finance & Accounts Division

#### Payables and Payroll Branch

#### Accounts Payable & Receivable Section

No. of Offices	Office	Classification			Remark
1	Accounts Payable & Receivable Manager	FMG	PA	3	Post [# 6432] of Financial Controller 1 (FMG/PA 1) retitled, upgraded and transferred from Finance & Accounts Division, Commitment Control with effect from September 2, 2019.
1	Disbursement Officer	FMG	PA	1	Post [# 6482] of Accounting Clerk (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, Disbursement with effect from September 2, 2019.
1	Disbursement Officer	FMG	PA	1	Post [# 6473] of Accounting Clerk (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.
1	Checking Officer	FMG	AT	3	Post [# 6465] of Bank Reconciliation Officer (FMG/AT 2) retitled, upgraded and transferred from Finance & Accounts Division, Bank Reconciliation with effect from September 2, 2019.
3	Senior Accounts Payable Officer	FMG	AT	3	Three (3) posts [#s 6442, 6445, 6455] of Accounting Technician 1 (FMG/AT 1) retitled, upgraded and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
1	Accounts Payable Officer	FMG	AT	2	Post [# 6454] of Bank Reconciliation Officer (FMG/AT 2) retitled and transferred from Finance & Accounts Division, Bank Reconciliation with effect from September 2, 2019.
2	Accounts Payable Officer	FMG	AT	2	Two (2) new posts [#s 71999 & 72000] with effect from September 2, 2019.
1	Accounts Payable Officer	FMG	AT	2	Post [# 6463] of Stenographer (OPS/SS 2) retitled, reclassified and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.
1	Accounts Payable Officer	FMG	AT	2	Post [# 6472] of Accounting Technician (FMG/AT 1) retitled, upgraded and transferred from Finance & Accounts Division, Final Accounts with effect from September 2, 2019.
1	Accounts Payable Officer	FMG	AT	2	Post [# 6437] of Accounting Technician 2 (FMG/AT 2) retitled and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Education, Youth & Information

#### Finance & Accounts Division

#### Payables and Payroll Branch

#### Accounts Payable & Receivable Section

No. of Offices	Office	Classification	Remark
2	Checking Officer	FMG AT 3	Two (2) posts [#s 6485 & 6487] of Accounting Clerk (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.
1	Checking Officer	FMG AT 3	Post [# 6441] of Accounting Technician 1 (FMG/AT 1) retitled, upgraded and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
1	Collections Officer	FMG AT 1	Post [# 6444] of Accounting Technician 1 (FMG/AT 1) retitled and transferred from Finance & Accounts Division, Finance Administration with effect from September 2, 2019.
1	Collections Officer	FMG AT 1	Post [# 6474] of Accounting Clerk (FMG/AC 2) retitled, reclassified and transferred from Finance & Accounts Division, Finance with effect from September 2, 2019.

**18**

**31 Total - Payables and Payroll Branch**

#### Projects Accounts Branch

No. of Offices	Office	Classification	Remark
1	Director, Project Accounts	FMG PA 3	Post [# 7193] of Director, Accounts (FMG/PA 2) retitled, upgraded and transferred from Project Management & Technical Services Division, Project Financing Branch with effect from September 9, 2019.
2	Senior Project Accounting Officer	FMG PA 1	Two (2) posts [#s 7194-5] of Accounting Technician 3 (FMG/AT 3) retitled, reclassified and transferred from Project Management & Technical Services Division, Project Financing Branch with effect from September 9, 2019.
3	Project Accounting Officer	FMG AT 3	Three (3) posts [#s 7196-8] of Accounting Technician 2 (FMG/AT 2) retitled, upgraded and transferred from Project Management & Technical Services Division, Project Financing Branch with effect from September 9, 2019.



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Education, Youth & Information**

**Finance & Accounts Division**

**Projects Accounts Branch**

<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Assistant Project Accounting Officer	FMG AT 2	Post [# 50525] of Accounting Clerk 2 (FMG/AC 2) retitled, reclassified and transferred from Project Management & Technical Services Division, Project Financing Branch with effect from September 9, 2019.
1	Secretary 2	OPS SS 2	Post [# 6462] of Secretary 1 (OPS/SS 1) retitled, upgraded and transferred from Project Management & Technical Services Division, Project Financing Branch with effect from September 9, 2019.
8			
8	<b>Total - Projects Accounts Branch</b>		
114	<b>Total - Finance &amp; Accounts Division</b>		
596	<b>Total - Ministry of Education, Youth &amp; Information</b>		

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Science, Energy & Technology

#### Executive Office

No. of Offices	Office	Classification	Remark
2	Executive Assistant	GMG SEG 1	Two (2) posts [#s 8755 & 71591] of Administrative Assistant (GMG/SEG 1) retitled with effect from July 29, 2019.

2

**2 Total - Executive Office**

### Government Electrical Regulator Department

#### Office of the Chief Electrical Regulator

No. of Offices	Office	Classification	Remark
1	Chief Electrical Regulator	GMG SEG 6	New post [# 72113] with effect from April 1, 2020.
1	Executive Assistant	GMG SEG 1	New post [# 72114] with effect from April 1, 2020.

2

**2 Total - Office of the Chief Electrical Regulator**

#### Technical Audits & Investigations Branch

No. of Offices	Office	Classification	Remark
1	Chief Compliance Officer	GMG SEG 5	New post [# 72117] with effect from April 1, 2020.
2	Senior Compliance Officer	GMG SEG 3	Two (2) new posts [#s 72118-9] with effect from April 1, 2020.
10	Compliance Officer	GMG SEG 2	Ten (10) new posts [#s 72120-9] with effect from April 1, 2020.

13

**13 Total - Technical Audits & Investigations Branch**

#### Licensing, Examinations & Registration Branch

No. of Offices	Office	Classification	Remark
1	Manager, Licensing, Examinations & Registration	GMG SEG 4	New post [# 72130] with effect from April 1, 2020.
1	Licensing, Examinations & Registration Officer	GMG SEG 2	New post [# 72131] with effect from April 1, 2020.
1	Records/Data Entry Officer	MIS IT 3	New post [# 72132] with effect from April 1, 2020.

3

**3 Total - Licensing, Examinations & Registration Branch**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Science, Energy & Technology**

**Government Electrical Regulator Department**

**Customer Affairs Branch**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Manager, Customer Affairs	GMG SEG 3	New post [# 72133] with effect from April 1, 2020.
3	Customer Care Representative	GMG AM 3	Three (3) new posts [#s 72135-7] with effect from April 1, 2020.
1	Administrative Assistant	GMG AM 2	New post [# 72134] with effect from April 1, 2020.
<b>5</b>			
<b>5</b>	<b>Total - Customer Affairs Branch</b>		
<b>23</b>	<b>Total - Government Electrical Regulator Department</b>		
<b>25</b>	<b>Total - Ministry of Science, Energy &amp; Technology</b>		

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

**Ministry of Industry, Commerce, Agriculture & Fisheries**

**Technical Services Directorate- Agriculture & Fisheries**

**Research & Development**

**Accounts**

<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Collection & Disbursement Clerk	FMG AC 2	Post [# 7362] of Collection & Disbursement Clerk (FMG/AC 2) transferred from Veterinary Services - Bodles Station with effect from January 20, 2020.
1			
1	<b>Total - Research &amp; Development</b>		

**Veterinary Services Division**

**Finance & Accounts**

<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Collection & Disbursement Clerk	FMG AC 2	Post [# 71386] of Collection & Disbursement Clerk (FMG/AC 2) transferred from Research & Development - Livestock Research & Improvement Unit with effect from January 20, 2020.
1			
1	<b>Total - Veterinary Services Division</b>		
2	<b>Total - Technical Services Directorate- Agriculture &amp; Fisheries</b>		
2	<b>Total - Ministry of Industry, Commerce, Agriculture &amp; Fisheries</b>		

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of National Security

#### Security Risk Reform and Transformation Policy Division

No. of Offices	Office	Classification	Remark
1	Policy Programme Development Specialist	GMG SEG 3	Post [# 59207] of Policy Analyst, Cyber Security & Intelligence (GMG/SEG 2) retitled, upgraded and transferred from Cyber Intelligence Policy & Incident Response with effect from February 17, 2020.

1

#### Cyber Intelligence Policy & Incident Response

No. of Offices	Office	Classification	Remark
1	Assistant Policy Analyst	GMG AM 4	Post [# 60892] of Administrator, Cyber Intelligence Policy & Incident Response (GMG/AM 1) retitled, upgraded and transferred from Security Risk Reform & Transformation Policy Division with effect from February 17, 2020.

1

1 Total - Cyber Intelligence Policy & Incident Response

#### Security Technical Services & Project Management Branch

No. of Offices	Office	Classification	Remark
1	Director, Security Technical Services & Project Management	SOG ST 9	Post [# 13569] of Director, Facilities Management & Building Projects (SOG/ST 8) retitled, upgraded and transferred from Facilities Management & Building Projects with effect from February 17, 2020.
3	Property Officer	SOG ST 7	Three (3) new posts [#s 72218-20] with effect from February 17, 2020.
2	Property Officer	SOG ST 7	Two (2) posts [#s 13571 & 71179] of Property Officer (SOG/ST 6) upgraded and transferred from Building Projects & Equipment Branch with effect from February 17, 2020.
1	Property Officer	SOG ST 7	Post [# 71180] of Property Administrator (GMG/SEG 1) retitled, reclassified and transferred from Building Projects & Equipment Branch with effect from February 17, 2020.
1	Property Administrator	GMG SEG 1	Post [# 71181] of Property Administrator (GMG/SEG 1) transferred from Building Projects & Equipment Branch with effect from February 17, 2020.

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of National Security**

**Security Risk Reform and Transformation Policy Division**

**Security Technical Services & Project Management Branch**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Administrative Assistant	GMG AM 3	Post [# 13574] of Secretary 2 (OPS/SS 2) retitled, reclassified and transferred from Building Projects & Equipment Branch with effect from February 17, 2020.
<b>9</b>			
<b>9</b>	<b>Total - Security Technical Services &amp; Project Management Branch</b>		
<b>11</b>	<b>Total - Security Risk Reform and Transformation Policy Division</b>		
<b>11</b>	<b>Total - Ministry of National Security</b>		

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Institute of Forensic Science & Legal Medicine**

**Forensic Science**

**Serology/Histology Unit**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Senior Forensic Science Officer	SOG ST 7	Post [# 37381] Senior Forensic Science Officer (SOG/ST 7) transferred from the DNA Unit with effect from October 1, 2019.
1			
1	<b>Total - Serology/Histology Unit</b>		

**DNA Unit**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Senior Forensic Science Officer	SOG ST 7	Post [# 21202] of Senior Forensic Science Officer (SOG/ST 7) transferred from the Serology/Histology Unit with effect from October 1, 2019.
1			
1	<b>Total - DNA Unit</b>		
2	<b>Total - Forensic Science</b>		
2	<b>Total - Institute of Forensic Science &amp; Legal Medicine</b>		

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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Police Department

#### Police National Computer Centre

##### System Maintenance & Development Unit

No. of Offices	Office	Classification	Remark
2	Website Administrator	MIS IT 5	Two (2) new posts [s 72058-9] with effect from November 15, 2019.
2			
2	<b>Total - Police National Computer Centre</b>		

### Medical Services Branch

No. of Offices	Office	Classification	Remark
2	Consultant Psychiatrist	HPC MO 4	Two (2) posts [s 71684-5] of Psychiatrist (HPC/MO 3) retitled and upgraded with effect from February 3, 2020.
2			
2	<b>Total - Medical Services Branch</b>		

### Communication Forensics and Cybercrime Unit

No. of Offices	Office	Classification	Remark
1	Administrator	GMG AM 4	New post [s 72245] with effect from April 1, 2020.
1	Data Quality Control Officer	MIS IT 3	New post [s 72246] with effect from April 1, 2020.
3	Data Processing Clerk	MIS IT 2	Three (3) new posts [s 72247-9] with effect from April 1, 2020.
5			
5	<b>Total - Communication Forensics and Cybercrime Unit</b>		
9	<b>Total - Police Department</b>		



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Justice

### Corporate Services Division

#### Public Relations & Communication

No. of Offices	Office	Classification			Remark
1	Director, Public Relations & Communication	MCG	IE	6	Post [# 68713] of Director, Public Relations & Communication (MCG/IE 5) upgraded with effect from October 1, 2019.
1					
1	<b>Total - Public Relations &amp; Communication</b>				
1	<b>Total - Corporate Services Division</b>				
1	<b>Total - Ministry of Justice</b>				

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Family Court

### Westmoreland

No. of Offices	Office	Classification	Remark
1	Data Entry Statistical Clerk	MIS IT 2	New post [# 72257] with effect from April 1, 2020.
1			

### St. Catherine Family Court

No. of Offices	Office	Classification	Remark
1	Senior Judge of the Parish Court	JLG JD 2	New post [# 72148] with effect from January 20, 2020.
1	Judge of the Parish Court	JLG JD 1	New post [# 72149] with effect from January 20, 2020.
2	Clerk Of Court	JLG LO 2	Two (2) new posts [#s 72150-1] with effect from January 20, 2020.
1	Senior Court Administrator	GMG CAS 2	New post [# 72159] with effect from January 20, 2020.
1	Case Progression Officer	GMG AM 4	New post [# 72131] with effect from January 20, 2020.
1	Senior Social Worker	SWG PS 3	New post [# 72178] with effect from January 20, 2020.
2	Deputy Clerk Of Court	JLG LO 1	Two (2) new posts [#s 72152-3] with effect from January 20, 2020.
3	Social Worker 2	SWG PS 2	Three (3) new posts [#s 72179-81] with effect from January 20, 2020.
1	Accounting Technician	FMG AT 3	New post [# 72169] with effect from January 20, 2020.
2	Assistant Clerk 2	PLG LS 5	Two (2) new posts [#s 72154-5] with effect from January 20, 2020.
2	Customer Care Officer	GMG AM 2	Two (2) new posts [#s 72162-3] with effect from January 20, 2020.
1	Social Worker 1	SWG PS 1	New post [# 72182] with effect from January 20, 2020.
1	Senior Secretary	OPS SS 3	New post [# 72158] with effect from January 20, 2020.
1	Data Entry Clerk	MIS IT 2	New post [# 72172] with effect from January 20, 2020.
2	Assistant Clerk 1	PLG LS 4	Two (2) new posts [#s 72156-7] with effect from January 20, 2020.
1	Records Officer 2	PIDG RIM 3	New post [# 72164] with effect from January 20, 2020.
1	Bailiff	PTSG PX 3	
2	Accounting Clerk	FMG AC 2	Two (2) new posts [#s 72170-1] with effect from January 20, 2020.
1	Secretary	OPS SS 2	New post [# 72160] with effect from January 20, 2020.
1	Records Officer 1	PIDG RIM 2	New post [# 72165] with effect from January 20, 2020.
2	Judge's Orderly	LMO TS 2	Two (2) new post [# 72167-8] with effect from January 20, 2020.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Family Court

#### St. Catherine Family Court

No. of Offices	Office	Classification	Remark
2	Office Attendant	LMO TS 2	Two (2) new posts [s 72173-4] with effect from January 20, 2020.
2	Watchman	LMO TS 1	Two (2) new posts [s 72175-6] with effect from January 20, 2020.
1	Groundsman	LMO TS 1	New post [s 72177] with effect from January 20, 2020.

**35**

#### St. Ann Family Court

No. of Offices	Office	Classification	Remark
1	Senior Parish Judge	JLG JD 2	New post [s 72183] with effect from January 20, 2020.
1	Parish Judge	JLG JD 1	New post [s 72184] with effect from January 20, 2020.
2	Clerk Of Court	JLG LO 2	Two (2) new posts [s 72185-6] with effect from January 20, 2020.
1	Senior Court Administrator	GMG CAS 2	New post [s 72194] with effect from January 20, 2020.
1	Case Progression Officer	GMG AM 4	New post [s 72196] with effect from January 20, 2020.
1	Senior Social Worker	SWG PS 3	New post [s 72212] with effect from January 20, 2020.
2	Deputy Clerk Of Court	JLG LO 1	Two (2) new posts [s 72187-8] with effect from January 20, 2020.
3	Social Worker 2	SWG PS 2	Three (3) new posts [s 72213-5] with effect from January 20, 2020.
2	Assistant Clerk 2	PLG LS 5	Two (2) new posts [s 72189-90] with effect from January 20, 2020.
1	Customer Service Officer	GMG AM 2	New post [s 72197] with effect from January 20, 2020.
1	Social Worker 1	SWG PS 1	New post [s 72216] with effect from January 20, 2020.
1	Senior Secretary	OPS SS 3	New post [s 72193] with effect from January 20, 2020.
1	Data Entry Clerk	MIS IT 2	New post [s 72206] with effect from January 20, 2020.
1	Accounting Technician	FMG AT 2	New post [s 72203] with effect from January 20, 2020.
2	Assistant Clerk 1	PLG LS 4	Two (2) new posts [s 72191-2] with effect from January 20, 2020.
1	Records Officer 2	PIDG RIM 3	New post [s 72198] with effect from January 20, 2020.
1	Bailiff	PTSG PX 3	New post [s 72199] with effect from January 20, 2020.
2	Accounting Clerk	FMG AC 2	Two (2) new posts [s 72204-5] with effect from January 20, 2020.
1	Secretary 2	OPS SS 2	New post [s 72195] with effect from January 20, 2020.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Family Court

#### St. Ann Family Court

No. of Offices	Office	Classification	Remark
1	Records Officer 1	PIDG RIM 2	New post [# 72199] with effect from January 20, 2020.
2	Judge's Orderly	LMO TS 2	Two (2) new posts [#s 72201-2] with effect from January 20, 2020.
2	Office Attendant	LMO TS 2	Two (2) new posts [#s 72207-8] with effect from January 20, 2020.
2	Watchman	LMO TS 1	Two (2) new posts [#s 72209-10] with effect from January 20, 2020.
1	Groundsman	LMO TS 1	New post [# 72211] with effect from January 20, 2020.

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#### Trelawny Family Court

No. of Offices	Office	Classification	Remark
1	Clerk Of Court	JLG LO 2	New post [# 72060] with effect from November 25, 2019.
1	Deputy Clerk Of Court	JLG LO 1	New post [# 72061] with effect from November 25, 2019.
1	Assistant Clerk 3	PLG LS 5	New post [# 72062] with effect from November 25, 2019.
1	Senior Court Administrator	GMG CAS 2	New post [# 72063] with effect from November 25, 2019.
1	Senior Social Worker 2	SWG PS 3	New post [# 72064] with effect from November 25, 2019.
1	Social Worker	SWG PS 2	New post [# 72065] with effect from November 25, 2019.
1	Case Progression Officer	GMG AM 4	New post [# 72066] with effect from November 25, 2019.
1	Customer Service Officer	GMG AM 2	New post [# 72067] with effect from November 25, 2019.
1	Accounting Technician	FMG AT 2	New post [# 72068] with effect from November 25, 2019.
1	Accounting Clerk	FMG AC 2	New post [# 72069] with effect from November 25, 2019.
1	Data Entry Clerk	MIS IT 2	New post [# 72070] with effect from November 25, 2019.
1	Records Officer 2	PIDG RIM 3	New post [# 72071] with effect from November 25, 2019.
1	Senior Secretary	OPS SS 3	New post [# 72072] with effect from November 25, 2019.
1	Judge's Orderly	LMO TS 2	New post [# 72073] with effect from November 25, 2019.
1	Office Attendant	LMO TS 2	New post [# 72074] with effect from November 25, 2019.
2	Watchman	LMO TS 1	Two (2) new posts [#s 72075-6] with effect from November 25, 2019.

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**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Family Court**

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**87 Total - Family Court**

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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Parish Courts

#### Adjudication of Cases

No. of Offices	Office	Classification	Remark
4	Clerk Of Court	JLG LO 2	C.D. Four (4) new posts [s 72138-41] with effect from January 20, 2020.
6	Deputy Clerk Of Court	JLG LO 1	C.D. Six (6) new posts [s 72142-47] with effect from January 20, 2020.
<b>10</b>			

#### Tax Court

No. of Offices	Office	Classification	Remark
1	Clerk Of Court	JLG LO 2	New post [s 72235] with effect from February 3, 2020.
1	Data Entry Statistical Clerk	MIS IT 2	New post [s 72242] with effect from February 3, 2020.
1	Accounting Technician 2	FMG AT 2	New post [s 72240] with effect from February 3, 2020.
1	Assistant Clerk 2	PLG LS 4	New post [s 72237] with effect from February 3, 2020.
1	Assistant Clerk 1	PLG LS 3	New post [s 72236] with effect from February 3, 2020.
1	Accounting Clerk 2	FMG AC 2	New post [s 72241] with effect from February 3, 2020.
1	Secretary 2	OPS SS 2	New post [s 72243] with effect from February 3, 2020.
2	Records Officer 1	PIDG RIM 2	Two (2) new posts [s 72238-9] with effect from February 3, 2020.
1	Attendant	LMO TS 1	New post [s 72244] with effect from February 3, 2020.
<b>10</b>			

#### Brown's Town

No. of Offices	Office	Classification	Remark
1	Court Administrator	GMG CAS 1	New post [s 72224] with effect from February 3, 2020.
1	Accounting Clerk 2	FMG AC 2	New post [s 72226] with effect from February 3, 2020.
1	Accounting Technician 2	FMG AT 2	New post [s 72225] with effect from February 3, 2020.
1	Groundsman	LMO TS 1	New post [s 72229] with effect from February 3, 2020.
1	Office Attendant	LMO TS 2	New post [s 72227] with effect from February 3, 2020.
1	Watchman	LMO TS 1	New post [s 72228] with effect from February 3, 2020.
<b>6</b>			

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Parish Courts

#### Manchester Parish Court

No. of Offices	Office	Classification	Remark
1	Clerk Of Court	JLG LO 2	C.D. Post [# 51258] of Clerk of Court (JLG/LO 2) transferred from Tax Court with effect from February 3, 2020.
<b>1</b>			

#### Westmoreland Parish Court

No. of Offices	Office	Classification	Remark
2	Data Entry Statistical Clerk	MIS IT 2	Two (2) new posts [#s 72255-6] with effect from April 1, 2020.
<b>2</b>			

#### Chapelton Family Court

No. of Offices	Office	Classification	Remark
1	Clerk Of Court	JLG LO 2	New post [# 72250] with effect from February 17, 2020.
1	Deputy Clerk Of Court	JLG LO 1	New post [# 72251] with effect from February 17, 2020.
1	Assistant Clerk 2	PLG LS 5	New post [# 72252] with effect from February 17, 2020.
1	Customer Care Officer	GMG AM 2	New post [# 72254] with effect from February 17, 2020.
1	Assistant Clerk 1	PLG LS 4	New post [# 72253] with effect from February 17, 2020.
1	Senior Court Administrator	GMG CAS 2	Post [# 71511] of Court Administrator (GMG/CAS 2) retitled with effect from February 17, 2020.
<b>6</b>			

**35 Total - Parish Courts**

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Finance & Accounts Branch

No. of Offices	Office	Classification	Remark
1	Principal Finance Officer	FMG PA 4	Post [# 62738] of Principal Finance Officer (FMG/PA 4) transferred from CMS - Finance & Accounts Division with effect from August 5, 2019.
1	Financial Systems Manager	FMG PA 1	Post [# 56799] of Financial Systems Manager (FMG/PA 1) transferred from CMS - Finance & Accounts Division with effect from August 5, 2019.
1	Senior Budget Officer	FMG AT 3	Post [# 56801] of Senior Budget Officer (FMG/AT 3) transferred from CMS - Finance & Accounts Division with effect from August 5, 2019.
1	Salaries Officer	FMG AT 3	Post [# 56802] of Salaries Officer (FMG/AT 3) transferred from CMS - Finance & Accounts Division with effect from August 5, 2019.
1	Commitment Officer	FMG AT 2	Post [# 13413] of Commitment Officer (FMG/AT 2) transferred from CMS - Finance & Accounts Division with effect from August 5, 2019.
1	Administrative Assistant	GMG AM 2	Post [# 62739] of Administrative Assistant (GMG/AM 2) transferred from CMS - Finance & Accounts Division with effect from August 5, 2019.

6

#### Payables & Disbursement - Salaries

No. of Offices	Office	Classification	Remark
1	Salaries Manager	FMG PA 1	Post [# 63862] of Salaries Manager (FMG/PA 1) transferred from CMS - Finance & Accounts Division, Payables & Disbursement, Salaries with effect from August 5, 2019.
1	Salaries Officer	FMG AT 3	Post [# 63863] of Salaries Officer (FMG/AT 3) transferred from CMS - Finance & Accounts Division, Payables & Disbursement, Salaries with effect from August 5, 2019.
1	Checking Officer	FMG AT 2	Post [# 63864] of Checking Officer (FMG/AT 2) transferred from CMS - Finance & Accounts Division, Payables & Disbursement, Salaries with effect from August 5, 2019.
1	Salaries Clerk	FMG AC 2	Post [# 63865] of Salaries Clerk (FMG/AC 2) transferred from CMS - Finance & Accounts Division, Payables & Disbursement, Salaries with effect from August 5, 2019.



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Finance & Accounts Branch

#### Payables & Disbursement - Salaries

No. of Offices	Office	Classification	Remark
4			
Court Accounting			
No. of Offices	Office	Classification	Remark
1	Director, Court Accounting	FMG PA 2	Post [# 63869] of Director, Court Accounting (FMG/PA 2) transferred from CMS - Finance & Accounts Division, Court Accounting with effect from August 5, 2019.
1			

#### Accounts & Reporting Section

No. of Offices	Office	Classification	Remark
1	Final Accounts Manager	FMG PA 1	Post [# 63866] of Final Accounts Manager (FMG/PA 1) transferred from CMS - Finance & Accounts Division, Accounts & Reporting Branch, Final Accounts with effect from August 5, 2019.
2	Final Accountant	FMG AT 3	Two (2) posts [#s 63867-8] of Final Accountant (FMG/AT 3) transferred from CMS - Finance & Accounts Division, Accounts & Reporting Branch, Final Accounts with effect from August 5, 2019.
2	Bank Reconciliation Officer	FMG AT 1	Two (2) posts [#s 13480 & 13497] of Bank Reconciliation Officer (FMG/AT 1) transferred from CMS - Finance & Accounts Division, Accounts & Reporting Branch, Final Accounts with effect from August 5, 2019.
2	Bank Reconciliation Clerk	FMG AC 2	Two (2) posts [#s 13448 & 61010] of Bank Reconciliation Clerk (FMG/AC 2) transferred from CMS - Finance & Accounts Division, Accounts & Reporting Branch, Final Accounts with effect from August 5, 2019.
7			

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Finance & Accounts Branch

#### Expenditure Accounting

No. of Offices	Office	Classification	Remark
1	Director, Expenditure Accounting	FMG PA 3	Post [# 60782] of Director, Expenditure Accounting (FMG PA 3) transferred from CMS - Finance & Accounts Division, Expenditure Accounting with effect from August 5, 2019.
<b>1</b>			

#### Management Accounting

No. of Offices	Office	Classification	Remark
1	Director, Management Accounting	FMG PA 2	Post [# 63854] of Director, Management Accounting (FMG/PA 2) transferred from CMS - Finance & Accounts Division, Management Accounting with effect from August 5, 2019.
1	Budget Officer	FMG AT 2	Post [# 63855] of Budget Officer (FMG/AT 2) transferred from CMS - Finance & Accounts Division, Management Accounting with effect from August 5, 2019.
1	Assistant Budget Officer	FMG AT 1	Post [# 63856] of Assistant Budget Officer (FMG/AT 1) transferred from CMS - Finance & Accounts Division, Management Accounting with effect from August 5, 2019.
<b>3</b>			

#### Payables & Disbursement

No. of Offices	Office	Classification	Remark
1	Payables & Disbursement Manager	FMG AT 3	Post [# 21327] of Payables & Disbursement Manager (FMG/AT 3) transferred from CMS - Finance & Accounts Division, Payables & Disbursement with effect from August 5, 2019.
2	Payment Officer	FMG AT 2	Two (2) posts [#s 63857-8] of Payment Officer (FMG/AT 2) transferred from CMS - Finance & Accounts Division, Payables & Disbursement with effect from August 5, 2019.

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Finance & Accounts Branch

##### Payables & Disbursement

No. of Offices	Office	Classification	Remark
2	Payment Clerk	FMG AC 2	Two (2) posts [#s 63859-60] of Payment Clerk (FMF/AC 2) transferred from CMS - Finance & Accounts Division, Payables & Disbursement with effect from August 5, 2019.
1	Cashier	FMG CS 1	Post [# 63861] of Cashier (FMG/CS 1) transferred from CMS - Finance & Accounts Division, Payables & Disbursement with effect from August 5, 2019.

6

**28 Total - Finance & Accounts Branch**

#### Human Resource Management & Administration

No. of Offices	Office	Classification	Remark
1	Senior Director, Human Resource Mgmt. and Admin.	GMG SEG 4	Post [# 62735] of Senior Director, Human Resource Mgmt. and Admin. (GMG/SEG 4) Transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
1	Director, Human Resource Management	GMG SEG 3	Post [# 62736] of Director, Human Resource Management (GMG/SEG 3) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
1	Human Resource Officer	GMG AM 4	Post [# 60797] of Human Resource Officer (GMG/AM 4) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
1	Administrative Assistant	GMG AM 2	Post [# 62737] of Administrative Assistant (GMG/AM 2) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
5	Secretary 2	OPS SS 2	Five (5) posts [#s 13573 & 63833-6] of Secretary 2 (OPS/SS 2) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Human Resource Management & Administration

#### Human Resource Management

No. of Offices	Office	Classification	Remark
1	Senior Human Resource Officer	GMG SEG 2	Post [# 56795] of Senior Human Resource Officer (GMG/SEG 2) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
1	Human Resource Officer	GMG AM 4	Post [# 60798] of Human Resource Officer (GMG/AM 4) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
2	Assistant Human Resource Officer	GMG AM 3	Two (2) posts [#s 13375 & 60800] of Assistant Human Resource Officer (GMG/AM 3) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
1	Registrar	PIDG RIM 3	Post [# 63840] of Registrar (PIDG/RIM 3) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
2	Benefits Officer	PIDG RIM 3	Two (2) posts [#s 63843-4] of Benefits Officer (PIDG/RIM 3) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
2	Leave Officer	PIDG RIM 2	Two (2) posts [#s 63841-2] of Leave Officer (PIDG/RIM 2) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.
2	Service Records Officer	PIDG RIM 2	Two (2) posts [#s 13391 & 60802] of Service Records Officer (PIDG/RIM 2) transferred from CMS - Human Resource Management & Administration with effect from August 5, 2019.

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# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Human Resource Management & Administration

##### Human Resource Planning & Development

No. of Offices	Office	Classification	Remark
1	Senior Training & Development Officer	GMG SEG 1	Post [# 63838] of Senior Training & Development Officer (GMG/SEG 1) transferred from CMS - Human Resource Management & Administration, Human Resource Planning & Development with effect from August 5, 2019.
1	Training and Development Officer	GMG AM 4	Post [# 63839] of Training and Development Officer (GMG/AM 4) transferred from CMS - Human Resource Management & Administration, Human Resource Planning & Development with effect from August 5, 2019.

2

##### Industrial Relations - Health & Well-being

No. of Offices	Office	Classification	Remark
1	Director, IR, Health & Well-being	GMG SEG 2	Post [# 63845] of Director, IR, Health & Well-being (GMG/SEG 2) transferred from CMS - Human Resource Management & Administration, Industrial Relations, Health & Well-Being with effect from August 5, 2019.
1	Inventory Officer	PIDG RIM 2	Post [# 63849] of Inventory Officer (PIDG/RIM 2) transferred from CMS - Human Resource Management & Administration, Industrial Relations, Health & Well-Being with effect from August 5, 2019.
1	Store Clerk	PIDG RIM 1	Post [# 63850] of Store Clerk (PIDG/RIM 1) transferred from CMS - Human Resource Management & Administration, Industrial Relations, Health & Well-Being with effect from August 5, 2019.
3	Attendant	LMO TS 1	Three (3) posts [#s 63851-3] of Attendant (LMO/TS 1) transferred from CMS - Human Resource Management & Administration, Industrial Relations, Health & Well-Being with effect from August 5, 2019.

6

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Human Resource Management & Administration

#### Organizational Development & Performance Management

No. of Offices	Office	Classification	Remark
1	Director, Organisational Development	GMG SEG 2	Post [# 71973] of Director, Organisational Development (GMG/SEG 2) transferred from CMS - Human Resource Management & Administration, Organizational Development & Performance Management with effect from August 5, 2019.
1	Performance Management & Appraisal Support Officer	GMG SEG 1	Post [# 63837] of Performance Management & Appraisal Support Officer (GMG/SEG 1) transferred from CMS - Human Resource Management & Administration, Organizational Development & Performance Management with effect from August 5, 2019.

## 2

#### Procurement & Administration

No. of Offices	Office	Classification	Remark
1	Director of Procurement and Administration	GMG SEG 2	Post [# 63846] of Director of Procurement and Administration (GMG/SEG 2) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.
2	Procurement Officer	GMG SEG 1	Two (2) posts [#s 56794 & 63847] of Procurement Officer (GMG/SEG 1) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.
1	Office Manager	GMG AM 4	Post [# 62898] of Office Manager (GMG/AM 4) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.
1	Transport Manager	GMG AM 4	Post [# 63848] of Transport Manager (GMG/AM 4) transferred from CMS - Human Resource Management & Administration, Procurement Branch with effect from August 5, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Supreme Court

#### Court Administration Division

#### Human Resource Management & Administration

#### Procurement & Administration

No. of Offices	Office	Classification	Remark
3	Driver 2	LMO DR 2	Three (3) posts [ #s 21438-40] of Driver 2 (LMO/DR 2) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.
1	Driver 1	LMO DR 1	Post [ # 61553] of Driver 1 (LMO/DR 1) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.
1	Groundsman	LMO TS 1	Post [ # 23673] of Groundsman (LMO/TS 1) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.
1	Attendant	LMO TS 1	Post [ # 61555] of Attendant (LMO/TS 1) transferred from CMS - Human Resource Management & Administration, Procurement & Administration with effect from August 5, 2019.

11

#### Public Procurement Branch

No. of Offices	Office	Classification	Remark
1	Director 3, Public Procurement	GMG SEG 3	Post [ # 71872] of Director 3, Public Procurement (GMG/SEG 3) transferred from CMS - Human Resource Management & Administration, Public Procurement Branch with effect from August 5, 2019.
1	Senior Public Procurement Officer	GMG SEG 1	Post [ # 71873] of Senior Public Procurement Officer (GMG/SEG 1) transferred from CMS - Human Resource Management & Administration, Public Procurement Branch with effect from August 5, 2019.
1	Public Procurement Officer	GMG AM 3	Post [ # 71766] of Public Procurement Officer (GMG/AM 3) transferred from CMS - Human Resource Management & Administration, Public Procurement Branch with effect from August 5, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Supreme Court

#### Court Administration Division

#### Human Resource Management & Administration

#### Public Procurement Branch

No. of Offices	Office	Classification	Remark
1	Public Procurement Administrator	GMG AM 2	Post [# 71874] of Public Procurement Administrator (GMG/AM 2) transferred from CMS - Human Resource Management & Administration, Public Procurement Branch with effect from August 5, 2019.
1	Public Procurement Clerk	PIDG RIM 1	Post [# 71875] of Public Procurement Clerk (PIDG/RIM 1) transferred from CMS - Human Resource Management & Administration, Public Procurement Branch with effect from August 5, 2019.

5

#### 46 Total - Human Resource Management & Administration

#### Information & Communication Technology Branch

No. of Offices	Office	Classification	Remark
1	Director, Information, Communication & Technology	MIS IT 8	Post [# 62740] of Director, Information, Communication & Technology (MIS/IT 8) transferred from CMS - Information & Communication Technology Division with effect from August 5, 2019.
1	ICT Infrastructure Service Manager	MIS IT 7	Post [# 61249] of ICT Infrastructure Service Manager (MIS/IT 7) transferred from CMS - Information & Communication Technology Division with effect from August 5, 2019.
2	Network Administrator	MIS IT 4	Two (2) posts [#s 56791 & 59003] of Network Administrator (MIS/IT 4) transferred from CMS - Information & Communication Technology Division with effect from August 5, 2019.
1	Web Administrator	MIS IT 3	Post [# 58997] of Web Administrator (MIS/IT 3) transferred from CMS - Information & Communication Technology Division with effect from August 5, 2019.
1	Administrative Assistant	GMG AM 2	Post [# 63870] of Administrative Assistant (GMG/AM 2) transferred from CMS - Information & Communication Technology Division with effect from August 5, 2019.

6



# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

#### Information & Communication Technology Branch

##### Software Development & Implementation

No. of Offices	Office	Classification			Remark
1	Manager, Software Development and Implementation	MIS	IT	6	Post [# 63871] of Manager, Software Development and Implementation (MIS/IT 6) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Network Co-ordinator	MIS	IT	6	Post [# 63877] of Network Co-ordinator (MIS/IT 6) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Senior Programmer	MIS	IT	5	Post [# 63872] of Senior Programmer (MIS/IT 5) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Systems Engineer/Analyst	MIS	IT	5	Post [# 62888] of Systems Engineer/Analyst (MIS/IT 5) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Programmer	MIS	IT	4	Post [# 63873] of Programmer (MIS/IT 4) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Systems/Analyst/Software Engineer	MIS	IT	4	Post [# 63874] of Systems/Analyst/Software Engineer (MIS/IT 4) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Systems Analyst	MIS	IT	3	Post [# 63875] of Systems Analyst (MIS/IT 3) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Webmaster	MIS	IT	4	Post [# 63876] of Webmaster (MIS/IT 4) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Supreme Court

#### Court Administration Division

#### Information & Communication Technology Branch

##### Software Development & Implementation

No. of Offices	Office	Classification			Remark
2	Hardware Technician	MIS	IT	3	Two (2) posts [#s 63878-9] of Hardware Technician (MIS/IT 3) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.
1	Network/Help Desk Assistant	MIS	IT	3	Post [# 62889] of Network/Help Desk Assistant (MIS/IT 3) transferred from CMS - Information & Communication Technology Division, Software Development & Implementation with effect from August 5, 2019.

**11**

#### **17 Total - Information & Communication Technology Branch**

#### Internal Audit

No. of Offices	Office	Classification			Remark
1	Chief Internal Auditor	FMG	AS	5	Post [# 13532] of Chief Internal Auditor (FMG/AS 5) transferred from CMS - Internal Audit with effect from August 5, 2019.
1	Audit Manager	FMG	AS	4	Post [# 61126] of Audit Manager (FMG/AS 4) transferred from CMS - Internal Audit with effect from August 5, 2019.
2	Audit Supervisor	FMG	AS	3	Two (2) posts [#s 61127-8] of Audit Supervisor (FMG/AS 3) transferred from CMS - Internal Audit with effect from August 5, 2019.
6	Auditor	FMG	AS	2	Six (6) posts [#s 13534, 13536-7, 13539 & 61131-2] of Auditor (FMG/AS 2) transferred from CMS - Internal Audit with effect from August 5, 2019.
5	Assistant Auditor	FMG	AS	1	Five (5) posts [#s 13547, 13549, 13551-2 & 61136] of Assistant Auditor (FMG/AS 1) transferred from CMS - Internal Audit with effect from August 5, 2019.
1	Senior Secretary	OPS	SS	3	Post [# 62741] of Senior Secretary (OPS/SS 3) transferred from CMS - Internal Audit with effect from August 5, 2019.

**16**

#### **16 Total - Internal Audit**

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Supreme Court

#### Court Administration Division

#### Strategic Planning Reform & Monitoring

No. of Offices	Office	Classification	Remark
1	Senior Director	GMG SEG 4	Post [# 63883] of Senior Director (GMG/SEG 4) transferred from CMS - Strategic Planning Reform & Monitoring with effect from August 5, 2019.
1	Director, Corporate Planning & Perf. Monitoring	GMG SEG 3	Post [# 63885] of Director, Corporate Planning & Perf. Monitoring (GMG/SEG 3) transferred from CMS - Strategic Planning Reform & Monitoring with effect from August 5, 2019.
1	Administrative Assistant	GMG AM 2	Post [# 63884] of Administrative Assistant (GMG/AM 2) transferred from CMS - Strategic Planning Reform & Monitoring with effect from August 5, 2019.

**3**

**3 Total - Strategic Planning Reform & Monitoring**

#### Building & Property Management

No. of Offices	Office	Classification	Remark
1	Director, Building & Property Management	SOG ST 8	Post [# 51143] of Director, Building & Property Management (SOG/ST8) transferred from CMS - Building & Property Management with effect from August 5, 2019.
2	Property Officer	SOG ST 6	Two (2) posts [#s 14052 & 63881] of Property Officer (SOG/ST 6) transferred from CMS - Building & Property Management with effect from August 5, 2019.
1	Administrative Assistant	GMG AM 2	Post [# 63880] of Administrative Assistant (GMG/AM 2) transferred from CMS - Building & Property Management with effect from August 5, 2019.
5	Maintenance Officer	LMO TS 4	Five (5) posts [#s 56792-3, 58105, 63882 & 71665] of Maintenance Officer (LMO/TS 4) transferred from CMS - Building & Property Management with effect from August 5, 2019.

**9**

**9 Total - Building & Property Management**

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Supreme Court

#### Court Administration Division

#### Client Services, Communication & Information

No. of Offices	Office	Classification	Remark
1	Director, Client Services Communication & Info.	GMG SEG 4	Post [# 62734] of Director, Client Services Communication & Info. (GMG/SEG 4) transferred from CMS - Client Services, Communication & Information with effect from August 5, 2019.
1	Senior Public Relations Officer	MCG IE 5	Post [# 63823] of Senior Public Relations Officer (MCG/IE 5) transferred from CMS - Client Services, Communication & Information with effect from August 5, 2019.
1	Public Education Officer	MCG IE 3	Post [# 63824] of Public Education Officer (MCG/IE 3) transferred from CMS - Client Services, Communication & Information with effect from August 5, 2019.
1	Administrative Assistant	GMG AM 2	Post [# 63822] of Administrative Assistant (GMG/AM 2) transferred from CMS - Client Services, Communication & Information with effect from August 5, 2019.
<b>4</b>			

#### Protocol Services

No. of Offices	Office	Classification	Remark
1	Chief Court Protocol Officer	MCG IE 5	Post [# 63825] of Chief Court Protocol Officer (MCG/IE 55) transferred from CMS - Client Services, Communication & Information, Protocol Services with effect from August 5, 2019.
1	Court Protocol Officer	MCG IE 4	Post [# 63826] of Court Protocol Officer (MCG/IE 4) transferred from CMS - Client Services, Communication & Information, Protocol Services with effect from August 5, 2019.
1	Customer Service Co-ordinator	GMG SEG 2	Post [# 63827] of Customer Service Co-ordinator (GMG/SEG 2) transferred from CMS - Client Services, Communication & Information, Customer Service with effect from August 5, 2019.
1	Customer Service Officer	GMG SEG 1	Post [# 63828] of Customer Service Officer (GMG/SEG 1) transferred from CMS - Client Services, Communication & Information, Customer Service with effect from August 5, 2019.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Supreme Court

#### Court Administration Division

#### Client Services, Communication & Information

##### Protocol Services

No. of Offices	Office	Classification	Remark
1	Customer Service Assistant	GMG AM 2	Post [# 63829] of Customer Service Assistant (GMG/AM 2) transferred from CMS - Client Services, Communication & Information, Customer Service with effect from August 5, 2019.

5

##### Records, Documentation & Access to Information

No. of Offices	Office	Classification	Remark
1	Manager, Records, Documentation and ATI	GMG SEG 2	Post [# 63830] of Manager, Records, Documentation and ATI (GMG/SEG 2) transferred from CMS - Client Services, Communication & Information, Records, Documentation & Access to information with effect from August 5, 2019.
1	Registrar	PIDG RIM 3	Post [# 63831] of Registrar (PIDG/RIM 3) transferred from CMS - Client Services, Communication & Information, Records, Documentation & Access to information with effect from August 5, 2019.
2	Records Officer 1	PIDG RIM 2	Two (2) posts [#s 56837 & 63832] of Records Officer 1 (PIDG/RIM 2) transferred from CMS - Client Services, Communication & Information, Records, Documentation & Access to information with effect from August 5, 2019.

4

#### 13 Total - Client Services, Communication & Information

##### Executive Management

No. of Offices	Office	Classification	Remark
1	Legal Officer	JLG LO 3	C.D. Post [# 63821] of Legal Officer (JLG/LO 3) transferred from CMS - Executive Management with effect from August 5, 2019.
1	Executive Secretary 2	OPS SS 5	Post [# 62732] of Executive Secretary 2 (OPS/SS 5) transferred from CMS - Executive Management with effect from August 5, 2019.

2

#### 2 Total - Executive Management

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Supreme Court

### Court Administration Division

**134 Total - Court Administration Division**

### Commercial Division

No. of Offices	Office	Classification			Remark
1	Registrar	JLG	JD	2	New post [# 72103] with effect from December 9, 2019.
1	Deputy Registrar	JLG	LO	3	C.D. Post [# 54629] of Deputy Registrar (JLG/LO 3) transferred from Commercial Court with effect from December 9, 2019.
1	Court Co-ordinator	JLG	LO	1	New post [# 72108] with effect from December 9, 2019.
1	Case Progression Officer	GMG	AM	4	New post [# 72109] with effect from December 9, 2019.
1	Case Progression Officer	GMG	AM	4	Post [# 71471] of Case Progression Officer (GMG/AM 4) transferred from Adjudication of Cases with effect from December 9, 2019.
1	Customer Service Officer	GMG	AM	3	New post [# 72106] with effect from December 9, 2019.
1	Data Validation Officer	MIS	IT	3	New post [# 72104] with effect from December 9, 2019.
1	Senior Court Assistant	PLG	LS	5	New post [# 72110] with effect from December 9, 2019.
1	Data Entry and Scanning Clerk	MIS	IT	2	Post [# 61253] of Data Entry and Scanning Clerk (MIS/IT 2) transferred from Criminal, Court Management & Support Section with effect from December 9, 2019.
2	Court Assistant	PLG	LS	4	Two (2) new posts [#s 72111-2] with effect from December 9, 2019.
1	Court Assistant	PLG	LS	4	Post [# 54629] of Court Assistant (PLG/LS 3) upgraded and transferred from Commercial Court with effect from December 9, 2019.
1	Records Officer 2	PIDG	RIM	3	New post [# 72105] with effect from December 9, 2019.
1	Records Officer 1	PIDG	RIM	2	New post [# 72107] with effect from December 9, 2019.
<b>14</b>					
<b>14</b>	<b>Total - Commercial Division</b>				
<b>148</b>	<b>Total - Supreme Court</b>				

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Office of the Parliamentary Counsel**

**Drafting of Legislation**

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<b>No. of Offices</b>	<b>Office</b>	<b>Classification</b>	<b>Remark</b>
1	Parliamentary Counsel	JLG LO 4	C.D. Post [# 23732] of Assistant Parliamentary Counsel (JLG/LO 3) retitled and upgraded with effect from February 3,2020.
1	Manager, Human Resources & Administration	GMG SEG 2	New post [# 72222] with effect from February 3, 2020.
1	Manager, LPMS Database	MIS IT 5	New post [# 72223] with effect from February 3, 2020.
<b>3</b>			
<hr/>			
<b>3</b>	<b>Total - Office of the Parliamentary Counsel</b>		

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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Health

#### Policy, Planning & Development

No. of Offices	Office	Classification	Remark
1	Director, Programme Coordination, Planning and Strategic Initiatives	GMG SEG 4	Post [# 61187] of Director. HIV Prevention (GMG/SEG 4) retitled and transferred from Planning, Evaluation and Reform - HIV/AIDS Unit with effect from February 17, 2020.

1

**1 Total - Policy, Planning & Development**

#### Technical Services

##### Emergency Disaster Management & Special Services

No. of Offices	Office	Classification	Remark
1	Special Services Coordinator	GMG AM 2	Post [# 27391] of Records Clerk (PIDG/RIM 1) retitled, reclassified and transferred from Human Resource Management & Administration with effect from September 16, 2019.

1

**1 Total - Emergency Disaster Management & Special Services**

**1 Total - Technical Services**

### National Public Health Laboratory

#### Administrative Support Services

No. of Offices	Office	Classification	Remark
1	Financial Accountant	FMG PA 1	Post [# 37307] of Accounting Technician 2 (FMG/AT 2) retitled and reclassified with effect from December 9, 2019.
1	Payroll Officer (Fortnightly)	FMG AT 2	Post [# 37307] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from December 9, 2019.
1	Payroll Clerk	FMG AC 2	Post [# 37316] of Accounting Clerk 2 (FMG/AC 2) retitled with effect from December 9, 2019.
1	Commitment and Control Technician	FMG AT 1	Post [# 37309] of Accounting Clerk 2 (FMG/AC 2) retitled and reclassified with effect from December 9, 2019.
1	Commitment and Control Technician/Cashier	FMG AT 1	Post [# 37307] of Accounting Clerk 1 (FMG/AC 1) retitled and reclassified with effect from December 9, 2019.

5

**5 Total - Administrative Support Services**



**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Health**

**National Public Health Laboratory**

**5 Total - National Public Health Laboratory**

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**7 Total - Ministry of Health**

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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Local Govt. & Community Development

#### Corporate Services Division

##### Public Procurement Branch

No. of Offices	Office	Classification	Remark
1	Director 3, Public Procurement	GMG SEG 3	Post [# 71727] of Director 1, Public Procurement (GMG/SEG 1) retitled and upgraded with effect from September 16, 2019.
1	Senior Public Procurement Officer	GMG SEG 1	New post [# 72001] with effect from September 16, 2019.
1	Public Procurement Administrator	GMG AM 2	New post [# 72002] with effect from September 16, 2019.
1	Public Procurement Clerk	PIDG RIM 1	New post [# 72003] with effect from September 16, 2019.
<b>4</b>			
<b>4</b>	<b>Total - Public Procurement Branch</b>		
<b>4</b>	<b>Total - Corporate Services Division</b>		

##### Human Services Division

No. of Offices	Office	Classification	Remark
8	Dietitian	HPC ND 2	Eight (8) new posts [#s 72086-93] with effect from November 25, 2019.
8	Physiotherapist	HPC PT 2	Eight (8) new posts [#s 72078-85] with effect from November 25, 2019.
<b>16</b>			
<b>16</b>	<b>Total - Human Services Division</b>		
<b>20</b>	<b>Total - Ministry of Local Govt. &amp; Community Development</b>		

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

### Ministry of Economic Growth and Job Creation

#### Corporate Services Division

##### Public Relations and Communication

No. of Offices	Office	Classification	Remark
1	Communications and Public Relations Officer	MCG IE 3	New post [# 72094] with effect from December 9, 2019.

1

**1 Total - Public Relations and Communication**

##### Strategic Planning & Evaluation

No. of Offices	Office	Classification	Remark
1	Senior Director, Strategic Planning, Performance Monitoring, Evaluation and Modernisation	GMG SEG 5	Post [# 12746] of Senior Director, Strategic Planning & Evaluation (GMG/SEG 4) retitled and upgraded with effect from October 28, 2019.
1	Director, Performance Management & Evaluation	GMG SEG 4	New post [# 72056] with effect from October 28, 2019.
1	Director, Strategic Planning	GMG SEG 4	Post [# 58140] of Director, Strategic & Corporate Planning (GMG/SEG 3) retitled and upgraded with effect from October 28, 2019.
1	Senior Performance Monitoring and Evaluation Officer	GMG SEG 3	Post [# 58139] of Director, Strategic Monitoring & Evaluation (GMG/SEG 3) retitled with effect from October 28, 2019.
1	Financial Monitoring & Evaluation Officer	GMG SEG 3	New post [# 72057] with effect from October 28, 2019.
1	Senior Strategic Planning Analyst	SOG ST 8	New post [# 72055] with effect from October 28, 2019.
1	Administrator	GMG AM 3	Post [# 12469] of Senior Secretary (OPS/SS 3) retitled and reclassified with effect from October 28, 2019.

7

**7 Total - Strategic Planning & Evaluation**

**8 Total - Corporate Services Division**

**LIST OF ESTABLISHED OFFICES  
IN THE PUBLIC SERVICE**

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**Ministry of Economic Growth and Job Creation**

**Operations Division**

**National Spatial Data Management Branch**

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No. of Offices	Office	Classification	Remark
1	Senior GIS Manager/Trainer	GMG SEG 3	Post [54463] of GIS Manager (MIS/IT 6) retitled and reclassified with effect from September 1, 2015. Post [54463] of Senior GIS Manager/Trainer (GMG/SEG 3) incorrectly listed in the Civil Service Establishment (General) ORDER, 2016-9.

**1**

**1 Total - National Spatial Data Management Branch**

**1 Total - Operations Division**

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**9 Total - Ministry of Economic Growth and Job Creation**

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**1101 Total Established Offices**

## APPENDIX TO PART 1 OF SCHEDULE

In Part I of this schedule, the Symbols set out in the first column hereunder shall have the meanings specified in relation thereto in the second column

Keys to Symbols	Positions	With effect from 1st April, 2009	With effect from 1st April, 2015	With effect from 1st April, 2016	With effect from 1st April, 2017
A 1	Entitled to Housing Allowance of	\$1,099,104	\$1,209,014	\$1,245,285	\$1,245,285
A 2	Entitled to Housing Allowance of	\$893,022	\$982,324	\$1,011,794	\$1,011,794
A 3	Entitled to Housing Allowance of	\$798,568	\$878,425	\$904,778	\$904,778
A 4	Entitled to Housing Allowance of	\$689,945	\$758,940	\$781,708	\$781,708
A 5	Entitled to Housing Allowance of	\$637,137	\$700,851	\$721,876	\$721,876
A 6	Entitled to Housing Allowance of	\$615,455	\$737,423	\$759,546	\$759,546
A 7	Entitled to Housing Allowance of	\$572,138	\$657,054	\$676,766	\$676,766
A 8	Entitled to Housing Allowance of	\$549,552	\$604,507	\$622,642	\$622,642
A 9	Entitled to Housing Allowance of	\$489,645	\$584,429	\$601,962	\$601,962
A 10	Entitled to Housing Allowance of	\$420,368	\$509,184	\$524,460	\$524,460
A 11	Entitled to Housing Allowance of	\$412,164	\$445,164	\$458,519	\$458,519
A 12	Entitled to Housing Allowance of	\$379,191	\$412,191	\$424,557	\$424,557
A 13	Entitled to Housing Allowance of	\$354,461	\$399,461	\$411,445	\$411,445
A 14	Entitled to Housing Allowance of	\$329,731	\$374,731	\$385,973	\$385,973

SOURCE: COMPENSATION UNIT

<b>Keys to Symbols</b>	<b>Positions</b>	<b>With effect from 1st April, 2009</b>	<b>With effect from 1st April, 2015</b>	<b>With effect from 1st April, 2016</b>	<b>With effect from 1st April, 2017</b>
A 15	Entitled to Housing Allowance of	\$302,431	\$415,584	\$428,052	\$428,052
A 16	Entitled to Housing Allowance of	\$284,698	\$384,384	\$395,916	\$395,916
A 17	Entitled to Housing Allowance of	\$250,984	\$294,530	\$303,366	\$303,366
A 18	Entitled to Housing Allowance of	\$267,431	\$278,128	\$286,472	\$286,472
A 19	Entitled to Housing Allowance of	\$238,799	\$248,351	\$255,801	\$255,801
A 20	Entitled to Housing Allowance of	\$213,038	\$221,560	\$228,206	\$228,206
A 21	Entitled to Housing Allowance of	\$170,812	\$177,644	\$182,974	\$182,974

SOURCE: COMPENSATION UNIT

<b>Keys to Symbols</b>	<b>Positions</b>	<b>With effect from April 1, 2016</b>	<b>With effect from April 1, 2017</b>	<b>With effect from April 1, 2018</b>	<b>With effect from April 1, 2019</b>	<b>With effect from April 1, 2020</b>
B1	Entitled to Duty Allowance of					
B2	Entitled to Duty Allowance of	\$389,677	\$409,161	\$417,344	\$434,038	\$455,740
B3	Entitled to Duty Allowance of	\$354,701	\$372,436	\$379,885	\$395,080	\$414,834
B4	Entitled to Duty Allowance of	-	-	-	-	-
B5	Entitled to Duty Allowance of	\$259,313	\$272,278	\$277,724	\$288,833	\$303,274
B6	Entitled to Duty Allowance of	\$259,275	\$272,238	\$277,683	\$288,790	\$303,230
B7	Entitled to Duty Allowance of	\$209,752	\$220,240	\$224,645	\$233,631	\$245,312
B8	Entitled to Duty Allowance of	\$199,810	\$209,800	\$213,996	\$222,556	\$233,684
B9	Entitled to Duty Allowance of	\$173,009	\$181,660	\$185,293	\$192,705	\$202,340
B10	Entitled to Duty Allowance of	\$169,911	\$178,406	\$181,974	\$189,253	\$198,716
B11	Entitled to Duty Allowance of	\$148,345	\$155,762	\$158,877	\$165,232	\$173,494
B12	Entitled to Duty Allowance of	\$144,640	\$151,872	\$154,909	\$161,106	\$169,161
B13	Entitled to Duty Allowance of	\$134,855	\$141,598	\$144,430	\$150,207	\$157,718
B14	Entitled to Duty Allowance of	-	-	-	-	-
B15	Entitled to Duty Allowance of	\$119,611	\$124,396	\$126,884	\$131,959	\$138,557
B16	Entitled to Duty Allowance of	\$119,458	\$124,237	\$126,722	\$131,791	\$138,380
B17	Entitled to Duty Allowance of	\$119,396	\$124,172	\$126,655	\$131,722	\$138,308
B18	Entitled to Duty Allowance of	-	-	-	-	-
B19	Entitled to Duty Allowance of	\$116,471	\$121,130	\$123,553	\$128,495	\$134,919
B20	Entitled to Duty Allowance of	\$110,466	\$114,885	\$117,183	\$121,870	\$127,964

SOURCE: COMPENSATION UNIT

<b>Keys to Symbols</b>	<b>Positions</b>	<b>With effect from April 1, 2016</b>	<b>With effect from April 1, 2017</b>	<b>With effect from April 1, 2018</b>	<b>With effect from April 1, 2019</b>	<b>With effect from April 1, 2020</b>
B21	Entitled to Duty Allowance of	-	-	-	-	-
B22	Entitled to Duty Allowance of	\$100,067	\$104,070	\$106,151	\$110,397	\$115,917
B23	Entitled to Duty Allowance of	\$86,496	\$89,956	\$91,755	\$95,425	\$100,197
B24	Entitled to Duty Allowance of	\$81,498	\$84,758	\$86,453	\$89,911	\$94,407
B25	Entitled to Duty Allowance of	\$79,821	\$83,014	\$84,674	\$88,061	\$92,464
B26	Entitled to Duty Allowance of	\$69,085	\$71,848	\$73,285	\$76,216	\$80,027
B27	Entitled to Duty Allowance of	\$61,565	\$64,028	\$65,309	\$67,921	\$71,317
B28	Entitled to Duty Allowance of	\$50,778	\$52,809	\$53,865	\$56,020	\$58,821
B29	Entitled to Duty Allowance of	\$43,416	\$45,153	\$46,056	\$47,898	\$50,293
C	Receive Library Allowance of	\$187,835	\$187,835	\$187,835	\$187,835	\$187,835
D	Receive Robing/Apparel Allowance of	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000
E	Receive Foreign Service Allowances	-	-	-	-	-

SOURCE: COMPENSATION UNIT



**SCHEDULE  
PART II  
LIST OF SALARY GROUPS AND GRADES**

**HEALTH PROFESSIONAL CATEGORY (HPC)**

**Dental Surgeon Series (HPC/DS)**

**HPC/DS 6**

Existing	\$4,023,106	\$4,123,683	\$4,226,776	\$4,332,445	\$4,440,756	\$4,551,775	\$4,665,569	\$4,782,209	p.a.
With effect from April 1, 2017	\$4,224,261	\$4,329,868	\$4,438,114	\$4,549,067	\$4,662,794	\$4,779,364	\$4,898,848	\$5,021,319	p.a.
With effect from April 1, 2018	\$4,308,746	\$4,416,465	\$4,526,877	\$4,640,049	\$4,756,050	\$4,874,951	\$4,996,825	\$5,121,745	p.a.
With effect from April 1, 2019	\$4,481,096	\$4,593,124	\$4,707,952	\$4,825,650	\$4,946,292	\$5,069,949	\$5,196,698	\$5,326,615	p.a.
With effect from April 1, 2020	\$4,705,151	\$4,822,780	\$4,943,349	\$5,066,933	\$5,193,606	\$5,323,447	\$5,456,533	\$5,592,946	p.a.

**HPC/DS 5**

Existing	\$3,414,482	\$3,499,844	\$3,587,340	\$3,677,024	\$3,768,949	\$3,863,173	\$3,959,752	\$4,058,746	p.a.
With effect from April 1, 2017	\$3,585,206	\$3,674,836	\$3,766,707	\$3,860,875	\$3,957,397	\$4,056,332	\$4,157,740	\$4,261,684	p.a.
With effect from April 1, 2018	\$3,656,910	\$3,748,333	\$3,842,041	\$3,938,092	\$4,036,545	\$4,137,458	\$4,240,895	\$4,346,917	p.a.
With effect from April 1, 2019	\$3,803,187	\$3,898,266	\$3,995,723	\$4,095,616	\$4,198,007	\$4,302,957	\$4,410,531	\$4,520,794	p.a.
With effect from April 1, 2020	\$3,993,346	\$4,093,180	\$4,195,509	\$4,300,397	\$4,407,907	\$4,518,105	\$4,631,057	\$4,746,834	p.a.

**HPC/DS 4**

Existing	\$2,933,601	\$3,006,941	\$3,082,114	\$3,383,468	\$3,238,146	\$3,319,100	\$3,402,077	\$3,487,129	p.a.
With effect from April 1, 2017	\$3,080,281	\$3,157,288	\$3,236,220	\$3,317,125	\$3,400,054	\$3,485,055	\$3,572,181	\$3,661,486	p.a.
With effect from April 1, 2018	\$3,141,886	\$3,220,433	\$3,300,944	\$383,468	\$3,468,055	\$3,554,756	\$3,643,625	\$3,734,715	p.a.
With effect from April 1, 2019	\$3,267,562	\$3,349,251	\$3,432,982	\$3,518,807	\$3,606,777	\$3,686,946	\$3,789,370	\$3,884,104	p.a.
With effect from April 1, 2020	\$3,430,940	\$3,516,713	\$3,604,631	\$3,694,747	\$3,787,116	\$3,881,793	\$3,978,838	\$4,078,309	p.a.

**HPC/DS 3**

Existing	\$2,517,020	\$2,220,445	\$2,644,444	\$2,710,555	\$2,778,319	\$2,847,777	\$2,918,972	\$2,991,946	p.a.
With effect from April 1, 2017	\$2,642,871	\$2,331,467	\$2,776,666	\$2,846,083	\$2,917,235	\$2,990,166	\$3,064,920	\$3,141,543	p.a.
With effect from April 1, 2018	\$2,695,728	\$2,378,097	\$2,832,200	\$2,903,005	\$2,975,580	\$3,049,969	\$3,126,219	\$3,204,374	p.a.
With effect from April 1, 2019	\$2,803,558	\$2,473,220	\$2,945,488	\$3,019,125	\$3,094,603	\$3,171,968	\$3,251,267	\$3,332,549	p.a.
With effect from April 1, 2020	\$2,943,736	\$2,596,881	\$3,092,762	\$3,170,081	\$3,249,333	\$3,330,567	\$3,413,831	\$3,499,176	p.a.

# HEALTH PROFESSIONAL CATEGORY (HPC) (Cont'd)

## HPC/DS 2

Existing	\$2,166,288	\$2,220,445	\$2,275,956	\$2,332,855	\$2,391,176	\$2,450,956	\$2,512,230	\$2,575,035	p.a.
With effect from April 1, 2017	\$2,274,602	\$2,331,467	\$2,389,754	\$2,449,498	\$2,510,735	\$2,573,504	\$2,637,841	\$2,703,787	p.a.
With effect from April 1, 2018	\$2,320,094	\$2,378,097	\$2,437,549	\$2,498,488	\$2,560,950	\$2,624,974	\$2,690,598	\$2,757,863	p.a.
With effect from April 1, 2019	\$2,412,898	\$2,473,220	\$2,535,051	\$2,598,427	\$2,663,388	\$2,729,973	\$2,798,222	\$2,868,177	p.a.
With effect from April 1, 2020	\$2,533,543	\$2,596,881	\$2,661,803	\$2,728,349	\$2,796,557	\$2,866,471	\$2,938,133	\$3,011,586	p.a.

## HPC/DS 1

Existing	\$1,853,380	\$1,899,714	\$1,947,207	\$1,995,887	\$2,045,784	\$2,096,929	\$2,149,352	\$2,203,086	p.a.
With effect from April 1, 2017	\$1,946,049	\$1,994,700	\$2,044,567	\$2,095,681	\$2,148,073	\$2,201,775	\$2,256,820	\$2,313,240	p.a.
With effect from April 1, 2018	\$1,984,969	\$2,034,594	\$2,085,459	\$2,137,595	\$2,191,035	\$2,245,811	\$2,301,956	\$2,359,505	p.a.
With effect from April 1, 2019	\$2,064,368	\$2,115,977	\$2,168,877	\$2,223,099	\$2,278,676	\$2,335,643	\$2,394,034	\$2,453,885	p.a.
With effect from April 1, 2020	\$2,167,587	\$2,221,776	\$2,277,321	\$2,334,254	\$2,392,610	\$2,452,425	\$2,513,736	\$2,576,579	p.a.

## Dental Surgeon 1 (with private practice)

Existing	\$1,530,219	\$1,568,474	\$1,607,686	\$1,647,878	\$1,689,075	\$1,731,302	\$1,774,585	\$1,818,949	p.a.
With effect from April 1, 2017	\$1,606,730	\$1,646,898	\$1,688,070	\$1,730,272	\$1,773,529	\$1,817,867	\$1,863,314	\$1,909,897	p.a.
With effect from April 1, 2018	\$1,638,864	\$1,679,836	\$1,721,832	\$1,764,878	\$1,809,000	\$1,854,225	\$1,900,580	\$1,948,095	p.a.
With effect from April 1, 2019	\$1,704,419	\$1,747,029	\$1,790,705	\$1,835,473	\$1,881,360	\$1,928,394	\$1,976,603	\$2,026,019	p.a.
With effect from April 1, 2020	\$1,789,640	\$1,834,381	\$1,880,240	\$1,927,246	\$1,975,428	\$2,024,813	\$2,075,434	\$2,127,319	p.a.

## Dental Interns

### Interns 2

Existing	\$1,853,380	p.a.
With effect from April 1, 2017	\$1,946,049	p.a.
With effect from April 1, 2018	\$1,984,969	p.a.
With effect from April 1, 2019	\$2,064,368	p.a.
With effect from April 1, 2020	\$2,167,587	p.a.

### Interns 1

Existing	\$1,482,704	p.a.
With effect from April 1, 2017	\$1,556,839	p.a.
With effect from April 1, 2018	\$1,587,976	p.a.
With effect from April 1, 2019	\$1,651,495	p.a.
With effect from April 1, 2020	\$1,734,069	p.a.

# HEALTH PROFESSIONAL CATEGORY (HPC) (Cont'd)

## Locum Interns

Existing	\$1,453,050 p.a.
With effect from April 1, 2017	\$1,525,702 p.a.
With effect from April 1, 2018	\$1,556,216 p.a.
With effect from April 1, 2019	\$1,618,465 p.a.
With effect from April 1, 2020	\$1,699,388 p.a.

## SCHEDULE PART III

### LIST OF ABOLISHED OFFICES

#### His Excellency the Governor General & Staff

##### General Administration

No. of Offices	Office	Classification	Remarks
1	Landscaping/Grounds Supervisor	SOG ST 3	Post [# 59233] abolished with effect from November 11, 2019.
1			

**1 Total- His Excellency the Governor General & Staff**

#### Cabinet Office

##### Executive Office

No. of Offices	Office	Classification	Remarks
1	Administrative Assistant	GMG SEG 1	Post [# 546] abolished with effect from November 11, 2019.
1			

**1 Total- Executive Office**

**1 Total- Cabinet Office**

#### Ministry of Finance & the Public Service

##### General Administration

##### Final Accounts

No. of Offices	Office	Classification	Remarks
1	Advance Controller/FMIS Assistant	FMG AT 1	Post [# 1114] abolished with effect from July 1, 2010.
1			

**1 Total-General Administration**

#### Strategic Human Resource Management Division (SHRMD)

##### Employee Relations Branch

##### Industrial Relations Section

No. of Offices	Office	Classification	Remarks
1	Secretary 1	OPS SS 1	Post [# 1820] abolished with effect from October 28, 2019.
1			

**1 Total-Employee Relations Branch**

**1 Total-Strategic Human Resource Management Division (SHRMD)**

## LIST OF ABOLISHED OFFICES

### Ministry of Finance & the Public Service

#### 2 Total- Ministry of Finance & the Public Service

### Ministry of Foreign Affairs & Foreign Trade

#### Foreign Trade Division

##### Embassy in Kuwait

##### Locally Engaged Staff

No. of Offices	Office	Classification	Remarks
1	Bilingual Secretary/Receptionist		Post [# 63227] abolished with effect from June 16, 2019.
1	Translator		Post [# 63228] abolished with effect from June 16, 2019.
1	Chauffeur		Post [# 63229] abolished with effect from June 16, 2019.
1	Messenger/Driver		Post [# 63230] abolished with effect from June 16, 2019.
1	Office Attendant		Post [# 63231] abolished with effect from June 16, 2019.
5			
5	Total-Embassy in Kuwait		
5	Total-Foreign Trade Division		
5	Total- Ministry of Foreign Affairs & Foreign Trade		

### Ministry of Labour & Social Security

#### Social Security Division

##### The Jamaica Council for Persons with Disabilities

No. of Offices	Office	Classification	Remarks
1	Supervisor - Assessment & Guidance	GMG AM 2	Post [# 58070] abolished with effect from October 1, 2019.
1			
1	Total-The Jamaica Council for Persons with Disabilities		
1	Total-Social Security Division		
1	Total- Ministry of Labour & Social Security		

### Parish Courts

#### Chapelton Family Court

No. of Offices	Office	Classification	Remarks
2	Social Worker	SWG PS 1	Two (2) posts [#s 71507-8] abolished with effect from February 17, 2020.
1	Secretary	OPS SS 1	Post [# 71523] abolished with effect from February 17, 2020.
3			

## **LIST OF ABOLISHED OFFICES**

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### **Parish Courts**

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**3 Total- Parish Courts**

**13 Total Abolished Offices**