

YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

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REFERENCE NO. PS:18/11

FROM:Permanent Secretary,
Office of the President,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Job Evaluation and Job Regarding Exercise.

DATE:1991-09-18

As part of the earlier pay and grading work undertaken by the Consultants from the Pest Marwick McIntock last year during their study of the Public Service, a new Job evaluation system was developed for implementation during Phase IIB of the Public Service reform Programme. Now that the frame work for the restructured Public Service is in place and eight Ministries have been subject to detailed review, the job evaluation and job regarding exercise will get underway, in those Agencies and is scheduled to be completed by December, 1991.The rest of the Public Service will be dealt with early next year.

2. The aim of this exercise is to establish a rational and manageable remuneration system. Over the past years, the existing system has become unmanageable through ad-hoc increased pay practices which disturbed the relationships among jobs. Job Evaluation will not of itself produce salary increase but will place jobs more logically into grades, and ensure that as far as possible, the resultant internal relativities are sound.
3. A preliminary step in the implementation of this exercise will be the preparation of data concerning the Jobs (e.g. duties, responsibilities, qualification requirements etc). Work in this regard has already started with the preparation of Job descriptions for seventy-five selected benchmark jobs across the Public Service. A job evaluation panel has also been selected, made up of senior officers from several Ministries. Union representatives are also included. Their first task will be to evaluate the benchmark jobs. This task will commence shortly and is schedule to finish during the second week of October, 1991. The detailed work decisions of this panel will remain confidential. A Consultant KPMG Marwick McIntock will be supporting this programme for much of the time.
4. It will not be possible for the Office of the President, Public Service Management to prepare job descriptions for the many hundreds of positions in the new structure. This will have to be done

by officers in your Agency. In this regard it will be necessary for you to utilize your existing Project Teams, to ensure the preparation, collection and submission of the job descriptions to this Ministry .the Office Of the President, Public Service Management will work in close collaboration with your team, and will also hold a seminar to brief your representatives on the preparations of the Job descriptions and over-all importance of the Job evaluation exercise. A work plan will be devised for each Ministry with appropriate deadlines.

5. As you can see, the entire exercise is schedule to finish in three months. However its success depends upon the co-operation and support of yourself and the relevant officers in your Ministry .It is therefore necessary for all of us, jointly, to make the necessary time and effort to play our part and facilitate its success.
6. Your full co-operation and support is, hereby ,solicited.

Paula A. Mohamed
Permanent Secretary
Office of the President
Public Service Management.