

“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 18/93

REFERENCE NO. PS: 18/11

FROM: Permanent Secretary,
Public Service Ministry

TO: Secretary to the Treasury
All Permanent Secretaries,
Heads of Departments,
Regional Executive Officers,
And Heads of the Statistical Bureau,
Guyana Water Authority,
Director, National Agricultural
Research Institute

SUBJECT:

Job Evaluation Exercise

DATE: 1993-11-19

I refer to my previous Circular No. 22/1991 dated 1991-09-18 on the subject “Job Evaluation and Job Regarding Exercise” and wish to inform you that the final phase of that exercise has commenced.

To date, jobs in the eleven (11) restructured Ministries have been evaluated, with the exception of the Police, Prisons and Fire Departments in the Ministry of Home Affairs, and those positions which were included in the structures of Ministries subsequent to their submissions of Job Descriptions to the Job Evaluation Panel. All approved unevaluated jobs in those Agencies and the Regional Administrations, as well as those on the establishments of the Statistical Bureau, Guyana Water Authority, National Agricultural Research Institute and the former State Planning Secretariat will be dealt with in this phase.

As on the previous occasion, a preliminary step in the implementation of the Job Evaluation Exercise will be the preparation of data concerning jobs (e.g. duties, responsibilities, qualification requirements, etc.). The preparation of the relevant job descriptions will have to be done by officers in your Agencies for submission to this Ministry. Officers from this Ministry will be identified to work in close collaboration with your officers. It is absolutely necessary for all Job Descriptions to be prepared and submitted to the Office of the President, Public Service Management no later than 1993-11-23, and for the entire Job Evaluation Exercise to be completed by 1994-01-31.

This Ministry has already conducted briefing sessions on the exercise for relevant staff. You are however kindly requested to submit on a daily basis the agreed amounts (targets) of completed Job Descriptions.

As you can see, the entire exercise is scheduled to finish within the next ten (10) weeks. Its successful completion will result in the introduction of the Salary enhancement component of the Guyana Public Administration Reform Programme, whereby jobs will be slotted into appropriate grades in a new salary structure, which is intended to be superior to the existing GS 1 – 16 structure. The co-sponsors of that Programme are the International Development Association of the World Bank and the Overseas

Development Association of the British Government. The Government of Guyana and the World Bank have signed an Agreement naming January 31, 1994, as the date of implementation of the results of the job Evaluation Exercise and the new salary scales.

It is therefore extremely important that you urge the relevant officers in your Agencies to make every effort to treat the current job description writing exercise as a priority, in order to ensure that all your jobs are properly written up and evaluated for placement in the new salary structure so that all employees could receive their relevant revised salaries.

I look forward to and wish you in advance for your full co-operation in this matter.

R. Sivanand A. A.
Permanent Secretary
Office of the President
Public Service Management.