

CIRCULAR MEMORANDUM

No. 17 of 2007

MY REF: GEN/6/05/07 (77)

FROM: Director, Office of Governance

TO: Cabinet Secretary, Solicitor General, Contractor General, Financial Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: REVISED CRITERIA FOR APPOINTMENT AND ADVANCEMENT
IN THE FINANCE AND ADMINISTRATIVE GRADES, FOREIGN
SERVICE OFFICERS AND OFFICERS WITHIN THE
SECRETARIAL GRADE**

DATE: 12th November, 2007

The criteria for appointment and advancement in the Finance and Administrative Grades, Foreign Service Officers and Officers within the Secretarial Grade have been revised. The revision takes effect on **November 15, 2007**. The following are worthy of note:

- Criteria for promotion to the post of Administrative Assistant remains unchanged
- Criteria for promotion to posts of Finance Officer, Administrative Officer and Foreign Service Officers have been enhanced.
- Criteria for promotion of officers within the Secretarial Grade have been modernized.
- New Criteria for promotion to posts of Finance Officer and Administrative Officer, on the basis of "experience", have been added. This takes account of the reality that some officers who, for extraordinary reasons, are unable to undertake formal academic training throughout their career, have the capacity and perform at the ultimate level. Promotion in this category should be done only in exceptional cases. **Officers should not rely on an automatic promotion based on "experience".**

- Where officers are capable of undertaking academic training to enhance their self development and career advancement, they should be encouraged to do so within the framework of existing human resource development policies.

The following is the revised criteria for advancement in the Finance, Administrative and Foreign Service Grades:

1. PROMOTION CRITERIA

In addition to the prescribed academic and other qualifications, the following factors in descending order of importance shall be taken into account in determining promotability:

- a) Integrity
- b) Performance/Track Record
- c) Experience
- d) Seniority

2. ADMINISTRATIVE ASSISTANT

A serving officer must:

- a) have served a minimum of three (3) years as a First Class Clerk
- b) be in possession of either:
 - i. the Certificate in Public Administration **or** Certificate/Diploma in Management Studies **or** equivalent **or**
 - ii. Association of Accounting Technician Certificate Level 1 **or** 2 **or** Certificate/Diploma in the field of Accounting, Finance or Economics **or** equivalent
- c) Meet the promotion criteria at 1

FINANCE GRADE 3-9

3. FINANCE OFFICER 111- (Category 1) Pay Scale 14

An officer must:

- a) have served a minimum of three (3) years as an Administrative Assistant
- b) meet promotion criteria at 1

- c) have participated and received certification in relevant skills development training, since appointment as Administrative Assistant

4. FINANCE OFFICER 111 (Category 2) Pay Scale 16

An officer must:

- a) have served a minimum of three (3) years as an Administrative Assistant
- b) be in possession of a Bachelor's degree in a relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics
- c) Meet promotion criteria at 1
- d) have participated and received certification in relevant skills development training, since appointment as Administrative Assistant

5. FINANCE OFFICER 11 (Category 1) - Pay Scale 18

An Officer must::

- a) have served a minimum period of **three (3) years** as a Finance Officer 111, Category 2
- b) be in possession of a Bachelor's degree in a relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics
- c) have experience in, or the capacity to:
 - (i) formulate reports and cabinet papers
 - (ii) represent the CEO on committees and at meetings
 - (iii) serve as a member of a management team
 - (iv) develop and implement systems that enhance the Ministry's performance in relation to financial records and financial management
 - (v) organize and coordinate capacity building sessions for staff development
- d) have public speaking skills; capable of making presentations as required
- e) possess very good communication and analytical skills

- f) possess and exhibit leadership skills and garner respect of supervisors, co-workers and peers
- g) possess and exhibit sound knowledge of: the Public Service Regulations Service Commission's Regulations General
- h) be capable of and have experience in advising the Accounting Officer on matters of a financial nature
- i) have good comportment and high standards of integrity
- j) have participated and received certification in relevant skills development training, since appointment as Finance Officer 111 category 2
- k) Meet promotion criteria at 1

Process for recommendation:

The promotion of an officer to Finance Officer 11 in Category 2 must be seen to be transparent and deserving. The following process shall be followed:

- Criteria C -i to v and J: evidence must be furnished
- Criteria D-F and I: written views of at least two persons, including immediate supervisor, must be provided
- Criteria G and H: Chief Executive Officer must attest in writing

6. FINANCE OFFICER 11 (Category 2) – Pay Scale 18

An Officer must:

- a) have served a minimum period of **five (5) years** as a Finance Officer 111, Category 1
- b) have participated and received certification in relevant skills development training, since appointment as Finance Officer 111 category 1
- c) Meet criteria C to k for Finance Officer 11 Category 1

7. FINANCE OFFICER 1 (Category 1) - Pay Scale 21

An officer must:

- a) have served a minimum of **three (3) years** as a Finance Officer 11, Category 1

b) be in possession of a Master's degree or a Post Graduate Diploma in a relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics

c) meet criteria C to k for Finance Officer 11 Category 1

8. FINANCE OFFICER 1 (Category 2) - Pay Scale 21

An officer must:

a) have served a minimum of **five (5) years** as a Finance Officer 11, Category 1

b) be in possession of a Bachelor's degree in a relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics

c) Meet criteria C to k for Finance Officer 11 Category 1

9. FINANCE OFFICER 1 (Category 3) – Pay Scale 21

An officer must:

a) have served a minimum of **eight (8) years** as a Finance Officer 11, Category 2

b) have participated and received certification in relevant skills development training, since appointment as Finance Officer 11 Category 2

c) Meet Criteria C to I for Finance Officer 11 Category 1

ADMINISTRATIVE GRADE 10-16

10. ADMINISTRATIVE OFFICER 111 (Category 1) – pay Scale 14

An officer must::

a) have served a minimum of three (3) years as an Administrative Assistant

b) meet promotion criteria at 1

- c) have participated and received certification in relevant skills development training, since appointment as Administrative Assistant

11. ADMINISTRATIVE OFFICER 111 (Category 2) - Pay Scale 16

An officer must::

- a) have served a minimum of three (3) years as an Administrative Assistant
- b) be in possession of a Bachelor's degree in a relevant field such as: Public Administration, Government, Human Resources Management/Development, Management Studies, Political Science, Public Policy
- c) Meet promotion criteria at 1
- d) have participated and received certification in relevant skills development training, since appointment as Administrative Assistant

12. ADMINISTRATIVE OFFICER 11 (Category 1) - Pay Scale 18

An Officer must:

- a) have served a minimum period of **three (3) years** as a Administrative Officer 111, Category 2
- b) be in possession of a Bachelor's degree in a relevant field such as: Public Administration, Government, Human Resources Management/Development, Management Studies, Political Science, Public Policy
- c) have experience in, or the capacity to:
 - i. formulate reports and cabinet papers
 - ii. represent the CEO on committees and at meetings
 - iii. serve as a member of a management team
 - iv. develop and implement systems that enhance the Ministry's performance in relation to human resource and records management
 - v. organize and coordinate capacity building sessions for staff development
- d) have public speaking skills; capable of making presentations as required

- e) possess very good communication and analytical skills
- g) possess and exhibit sound knowledge of: the Public Service Regulations, Service Commission's Regulations, General Workers' Regulations, Finance and Audit Act, Financial Orders and Stores Orders and is consulted by others on the same
- h) have good comportment and high standards of integrity
- i) be capable of and have experience in advising the CEO on matters of an administrative and human resource nature
- j) have participated and received certification in relevant skills development training
- k) Meet promotion criteria at 1

Process for recommendation:

The promotion of an officer to Administrative Officer 11 Category 1 must be seen to be transparent and deserving. The following process shall be followed:

- Criteria C -i to v and J: evidence must be furnished
- Criteria D-F and H: written views of at least two persons, including immediate supervisor, must be provided
- Criteria G and I: Chief Executive Officer must attest in writing

13. ADMINISTRATIVE OFFICER 11 (Category 2) – Pay Scale 18

An Officer must:

- a) have served a minimum period of **five (5) years** as a Administrative Officer 111, Category 1
- b) have participated and received certification in relevant skills development training
- c) Meet Criteria C to k for Administrative Officer 11 Category 1

14. ADMINISTRATIVE OFFICER 1 (Category 1) - Pay Scale 21

An officer must:

- a) have served a minimum of **three (3) years** as an Administrative Officer 11, Category 1
- b) be in possession of a Master's degree or a Post Graduate Diploma in a relevant field such as: Public Administration, Government, Human Resources Management/Development, Management Studies, Political Science, Public Policy
- c) Meet Criteria C to k for Administrative Officer 11, Category 1

15. ADMINISTRATIVE OFFICER 1 (Category 2) - Pay Scale 21

An officer must:

- a) have served a minimum of **five (5) years** as an Administrative Officer 11, Category 1
- b) be in possession of a Bachelor's degree in a relevant field such as: Public Administration, Government, Human Resources Management/Development, Management Studies, Political Science, Public Policy
- c) Meet criteria C to k for Administrative Officer 11, Category 1

16. ADMINISTRATIVE OFFICER 1 (Category 3) – Pay Scale 21

An officer must:

- a) have served a minimum of **eight (8) years** as an Administrative Officer 11, Category 2
- b) have participated and received certification in relevant skills development training, since appointment as Administrative Officer 11, Category 2
- c) Meet criteria C to I for Administrative Officer 11 Category 1
- d) Meet promotion criteria at 1

FOREIGN SERVICE OFFICERS 17 -19

An Officer must:

- a) be in possession of a Bachelor's degree in a relevant field such as: International Relations, Political Science, Management Studies, Development Studies
- b) have experience in, or the capacity to:
 - i. formulate reports
 - ii. represent the CEO on committees and meetings
- c) have public speaking skills; capable of making presentations as required
- d) possess very good communication and analytical skills
- e) possess and exhibit leadership skills and garner respect of supervisors, co-workers and peers
- f) have good comportment and high standards of integrity
- g) be capable of and have experience in advising the CEO on matters related to their specific responsibilities

18. FOREIGN SERVICE OFFICER 11 – Payscale 18

An Officer must:

- a) have served a minimum period of five (5) years as a Foreign Service Officer 111
- b) be in possession of a Bachelor's degree in a relevant field such as: International Relations, Political Science, Management Studies, Development Studies
- c) have participated and received certification in relevant skills development training
- d) Meet criteria B to G for Foreign Service Officer 111
- e) Meet promotion criteria at 1

Process for recommendation:

The promotion of an officer to Foreign Service Officer 11 must be seen to be transparent and deserving. The following process shall be followed:

- Criteria B -i to ii for Foreign Service Officer 111: evidence must be furnished
- Criteria C- F for Foreign Service Officer 111: written views of at least two persons, including immediate supervisor, must be provided
- Criteria G for Foreign Service Officer 111: Chief Executive Officer must attest in writing

19. FOREIGN SERVICE OFFICER 1 – Payscale 21

An Officer must::

- a) have served a minimum period of three (3) years as a Foreign Service Officer 11
- b) be in possession of a Master's degree or a Post Graduate Diploma in a relevant field such as: International Relations, Political Science, Management Studies, Development Studies
- c) have participated and received certification in relevant skills development training
- d) Meet criteria B to G for Foreign Service Officer 111
- e) Meet promotion criteria at 1

SECRETARIAL GRADE 20 - 24

20. SECRETARY 111- Payscale 4

An officer must:

- a) be in possession of:
 - i. High School Diploma
 - ii. 3 CXC's English Language and Math, General Proficiency 1/11(111 since June 1998); or equivalent
- b) any other, preferably:
 - i. Information Technology CXC General Proficiency 1/11 (111since June 1998)
 - ii. Office Procedure CXC General Proficiency 1/11/111 or equivalent

iii Typewriting CXC General Proficiency 1/11/111 or
21. SECRETARY 11 – Payscale 7

An officer must:

a) be in possession of:

Introductory Certificate in Secretarial Studies

Promotional Examination (similar to Clerical and promotional examinations)

- Office Administration
- Records Management
- English for Business Communication
- Personnel Management
- Keyboarding and document Formatting
- How we are Governed

b) have served a minimum of three (3) years as a Secretary 111

c) Meet promotion criteria at 1

22. SECRETARY 1 – Payscale 10

An officer must::

a) be in possession of:

Certificate in Secretarial Studies (*Local Institution*)

- Principles of Supervision
- Introduction to Performance Management
- Public Relations
- Effective Business Communication
- Introduction to Public Finance
- Office Management
- Principles of Accounting
- Advance Keyboarding and Document Formatting
- Business and Employment Law
- Organizational Behavior

b) have served a minimum of four (4) years as a Secretary 11

c) Meet promotion criteria at 1

23. SENIOR SECRETARY – Payscale 14

An officer must:

a) be in possession of:

Advance Certificate in Secretarial Studies (*local institution*)

- Business Computer applications
- Public Finance
- Business Spanish
- Professional and Personal Ethics
- Communication (Speaking and Writing) skills
- Performance Management
- Advance Office Management
- Financial Accounting and Quick Books

b) have served a minimum of four (4) years as a Secretary 1

c) Meet promotion criteria at 1

24. EXECUTIVE SECRETARY – Payscale 16

An officer must:

a) be in possession of:

- Bachelors Degree in Business administration, Secretarial or related Science

b) have served a minimum of five (5) years as a Senior Secretary

This Circular supersedes Circular No. 23 of 1996 referenced C21/96 (81) and No. 13 of 2001 referenced GEN/6/01/01 (13) dated 2 May 1996 and 18th April 2001 respectively.

**I. Myrtle Palacio
DIRECTOR**