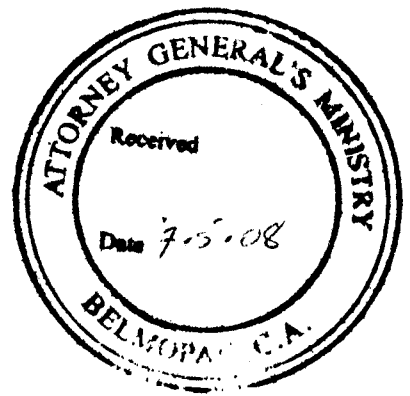


CIRCULAR MEMORANDUM

NO.7 OF 2008



FROM: Financial Secretary

TO: Cabinet Secretary, Solicitor General, Clerk National Assembly, Chief Executive Officers and Heads of Departments

SUBJECT: PROCESS FOR FILLING OF VACANT POSITIONS/CREATION OF POSITIONS

DATE: 2nd May, 2008

The following is the new procedure to be followed for the creation of new posts and the filling of vacant posts in the Public Service. This is expected to result in greater efficiency and effectiveness in the management of our human resources.

1. Procedure for the Creation of New Posts [final approval to come from the Ministry of Finance]

- a. All requests must be submitted to the Ministry of the Public Service, and copied to the Ministry of Finance
- b. Requests must be accompanied by: detailed justification for the creation of the post including; Job Description, List of Duties, Qualifications and Skills and Proposed Date for creation of the post
- c. The Ministry of the Public Service will submit recommendations after analysis for or against the creation of the post to the Ministry of Finance
- d. A decision will be communicated from the Ministry of Finance regarding the creation of the post and the necessary allocation of funds

2. Procedure for the Filling of Vacant Posts and Re-designation of Posts [final approval to come from the Ministry of the Public Service]

- a. All requests must be submitted to the Ministry of the Public Service
- b. For vacant posts, requests must be accompanied by: detailed justification for the filling of the vacancy including; date vacancy occurred, cause of vacancy and proposed date for the filling of the post
- c. For re-designation of posts, detailed justification for such must be provided
- d. A decision will be communicated from the Ministry of the Public Service regarding the filling of the vacant posts and re-designation of posts

3. Procedure for Upgrading of Posts [final approval to come from the Ministry of Finance]

- a) All requests must first be submitted to the Ministry of the Public Service
- b) Requests must be accompanied by detailed justification for the upgrading of posts
- c) The Ministry of the Public Service will submit recommendations after analysis, for or against the upgrading of posts to the Ministry of Finance

- d) A decision will be communicated from the Ministry of Finance regarding the upgrading of posts and the necessary allocation of funds


It is to be noted that "upgrading" in this case pertains to the changing of the grade of an existing post, and not the movement of officers in a post, for example, from Administrative Officer 111 to Administrative Officer 11.

4. Recruitment of Contract Officers and Open Vote Employees [Final Approval to come from the Ministry of Finance]

- a) All requests must first be submitted to the Ministry of the Public Service
- b) Requests must be accompanied by detailed justification, including period of engagement
- c) After consideration of the request, the Ministry of the Public Service will forward a recommendation to the Ministry of Finance for a final decision

In respect of recruitment in this category, approval will be granted only in exceptional cases in the interest of the containment of staff in this category. Please note that approval will not normally be granted for Contracts to fill posts that are already provided for in the Permanent Establishment. Such posts should be filled, as far as is practicable, by permanent appointments.

This Circular comes into effect on 5th May, 2008


Financial Secretary