

PSC CIRCULAR

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PSC CIRCULAR No. 23/05

To : All Chief Executive Officers
Heads of Departments

File : 29/299/54-2

Subject : REVIEW OF WORKFORCE SIZE
CONTROL MEASURES

Date : 22/04/05

1.0 PURPOSE

- 1.1 This circular addresses and further strengthens the requirements of existing policies on the effective control and management of the workforce size.
- 1.2 Existing procedural guidelines to control the workforce size at sustainable level is being reviewed to ensure strict adherence.

2.0 BACKGROUND

- 2.1 The National Strategic Development Plan 2003 – 2005 has established the ratio of government spending at 70% operating and 30% capital from the current 80% / 70%. Out of the current 80% operating expenditure, 50 % is on the salaries and wages.
- 2.2 Austerity measures by way of a freeze on new requests and the filling of existing vacancies were put in place in 2002 to control staff numbers in the Public Service. The freeze on the advertisement of existing vacant posts was uplifted, given it was not achieving its objectives and became counter-productive but the freeze on the creation of new posts had remained in force to date.
- 2.3 The procedural guideline on the advertisement of vacant posts has also been streamlined to control staff size and to ensure ministries and departments remain within their budgetary allocations.

3.0 ADVERTISING VACANT POSTS AND CERTIFICATE OF AVAILABILITY OF FUNDS

- 3.1 Only those substantively vacant posts that are funded in the Budget are to be advertised and processed.
- 3.2 Draft Advertisements are required to be submitted together with the Certificate of Availability of Funds (CAF) signed by the Ministry of Finance's Budget Division. These CAF ensures that funds for the posts to be advertised have been provided under the Budget.

4.0 WAIVER OF CERTIFICATE OF AVAILABILITY OF FUNDS

- 4.1 A number of ministries and departments have fully budgeted staff establishment under the 2005 Budget and these ministries and departments are now effectively exempted from the provision of submitting the CAF. The submission of CAF for these ministries and departments has been waived.
- 4.2 The following ministries and departments are exempted from the requirement to submit the CAF:
- i) Office of the President
 - ii) Office of the Prime Minister
 - iii) Office of the Solicitor General
 - iv) Prison's Department
 - v) Ministry of Fijian Affairs
 - vi) Department of Police
 - vii) Ministry of Foreign Affairs
 - viii) Office of the Auditor General
 - ix) Judicial Department
 - x) Legislature
 - xi) Office of the Director of Public Prosecution
 - xii) Ministry of Public Enterprises & PSR
 - xiii) National Planning Office
 - xiv) Ministry of Education
 - xv) Ministry of Health
 - xvi) Department of Social Welfare
 - xvii) Department of Youth
 - xviii) Ministry of Tourism
 - xix) Department of Energy
- 4.3 These exempted Ministries and Departments will need to advertise, process and fill all the vacant posts that exist in their establishments and it is the collective responsibility of the Public Service Commission, the Ministry of Finance and National Planning and Ministries and Departments to ensure that the staff numbers are effectively managed and controlled.
- 4.4 As Chief Accounting Officers under the Finance Management Act 2004, Chief Executive Officers are required to adhere to the approved Staff Establishment in line with the 2005 Budget. Failure to do so will result in over-establishment and certain surcharge.
- 5.0 **CLARIFICATION**
- 5.1 For further clarification on the above please liaise with Mr. Jeremaia Namuaira on telephone number 3314 588 ext 221 or on e-mail jnamuaira@psc.gov.fj.



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