

# PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211  
Government Buildings, Suva. Telephone 3-314-588

## PSC Circular No. 31/2006

To: All Chief Executive Officers  
and Heads of Departments

File: 29/299/54

Subject: FREEZE AND REDEPLOYMENT  
OF VACANT LINE POSTS

Date: 01/08/06

### 1.0 Purpose

- 1.1 This Circular informs addressees on the Public Service Commission's decision to implement staff establishment control measures in relation to long term vacancies.
- 1.2 The Public Service Commission and the Ministry of Finance are currently redeploying resources to meet priority funding and staffing requirements.

### 2.0 Staff Establishment – Control Measures

#### Freeze on long-term vacancies

- 2.1 It has become necessary to impose a freeze on all substantively vacant posts that have been left vacant for **twelve (12) months or more**. These are substantive long-term vacancies that have not been filled on acting appointment or temporary appointment and identified as at 30<sup>th</sup> June 2006. A list of these posts is attached as **Appendix 1**.
- 2.2 The Commission has compiled a status report on vacancies in Ministries/Departments from the 2<sup>nd</sup> Quarter Vacancy Report that were submitted. The report highlights the number of vacant posts that have been filled by acting appointment, temporary appointment and posts that have remained substantively vacant for twelve (12) months or more.

#### Suspension on the advertising of posts

- 2.3 Furthermore there will be a suspension on the advertising of all vacant post(s) until 31<sup>st</sup> December 2006. Posts that have already been advertised may be filled in the usual manner.

### **3.0 Redeployment of Vacant Posts**

- 3.1 All posts identified as "frozen", and their funding, will be pooled to meet immediate funding priorities. The Commission will then re-deploy posts only to meet critical staffing needs for the 2007 budget.
- 3.2 The posts that have been frozen were unutilised for some time, and therefore will only be considered for future funding based on an assessment of need.

### **4.0 Staffing Requests for 2007**

- 4.1 Staffing submissions have been received for additional posts in 2007 and Ministries and departments are reminded of the following requirements in terms of documentation:
- i) position description for the post requested together with the position description for the post immediately above (supervisor) immediately below (subordinate) and parallel to (co-worker on the same level). The organization structure should identify the location (of the new post(s); and
  - ii) detailed justification for the request should be based on how the new post(s) will contribute to "outputs" outlined in the Annual Corporate Plan of the Ministry/Department. Mention should also be made of the number of approved posts that also contribute towards the achievement of the identified output; and
- 4.2 As stated earlier, only critical staffing requirements will be considered.

### **5.0 CLARIFICATION**

- 5.1 This Circular is to be effective from the 4<sup>th</sup> August 2006.
- 5.2 Further clarification on the above may be sought from Asena Raiwalui and Luisa Kamakorewa of the Management Improvement Division on telephone 3314588 extension 203 and 235 or e-mail [araiwalui@psc.gov.fj](mailto:araiwalui@psc.gov.fj) and [lkamakorewa@psc.gov.fj](mailto:lkamakorewa@psc.gov.fj) respectively.



**[A.Jale]**  
**Chief Executive Officer-Public Service**

## AGED VACANT POSTS - VACANT & FUNDED POSTS @ 30 JUNE 2006

Programme / Activity	Ministry/Department	Grade	Total Vac	Duration		
				12mths	24mths	>24mths
	<b>PMs OFFICE</b>			1		
1A-1-1	Secretary	SS03	1	19170		
			<b>1</b>	<b>19170</b>	<b>0</b>	<b>0</b>
	<b>FINANCE</b>				3	10
	Economist	SS03	1		19170	
	Clerical Officer	SS05	1		7107	
4-1-2	Chief Admin Officer	US04	1			45524
	Principal Economist	SS01	1			0
	Senior Economist	SS02	1			0
	Clerical Officer	SS05	1			0
4-1-3	Chief Economist	US04	1			42608
4-1-3	Chief Economist	US04	1			42608
4-1-2	Principal Accountant	AC01	1			37897
4-1-2	Secretary	SS04	1			14484
4-1-3	Secretary	SS04	1			14484
4-1-3	Economist	SS03	1			19170
			<b>12</b>	<b>0</b>	<b>26277</b>	<b>216775</b>
	<b>PUBLIC UTILITIES</b>			10	5	11
41-2-2	STA Architect	ES06	1	6658		
41-2-3	Foreman	ES06	1		6658	
41-2-3 (2) / 41-2-5	Storeman (6590)	SK05	4	6590	6590	13180
41-2-3 / 41-2-4 (3)	Clerical Officer (7107)	SS05	4	14214		14214

41-2-5	Technical Assistant	ES06	1		6658	
41-4-1	TO	ES05	1	14485		
41-4-1	Foreman	ES06	1			6658
41-4-1	Technical Assistant	ES06	1	6658		
41-2-7	Storeman	SK05	1		6590	
41-4-1	Clerical Officer (7107)	SS05	2	14214		
41-5-4	STA	ES06	1			6658
41-5-1	Clerical Officer	SS05	1			7107
41-5-1	Typist (7107)	SS05	2			14214
41-5-1	Telephone Operator	SS05	1	7107		
41-5-1	Foreman	ES06	1		6658	
41-5-1	Technical Assistant	ES06	1			6658
41-5-1	Storeman	SK05	1	6590		
41-5-1	Snr Hydrology Technician	ST05	1			7107
			<b>26</b>	<b>76516</b>	<b>33154</b>	<b>75796</b>
	<b>LANDS</b>				7	
33-3-3	Snr Valuer	LB02	1		26016	
33-3-3	Snr Valuer	LB02	1		26016	
33-3-3	Valuer	LB01	1		34160	
33-3-3	Valuer	LB01	1		34160	
33-3-3	Valuer	LB01	1		34160	
33-3-3	Valuer	LB01	1		34160	
33-3-4	Executive Officer	SS04	1		14484	
			<b>7</b>	<b>0</b>	<b>203156</b>	<b>0</b>
	<b>TRANSPORT</b>			1	1	1
40-2-3	Prin Scientific Officer (Climatology)	SC01	1			34159
40-3-2	Snr Admin Officer	SS02	1	24570		
40-3-2	Snr Marine Officer	TG02	1		24570	
			<b>3</b>	<b>24570</b>	<b>24570</b>	<b>34159</b>

	<b>NATIONAL PLANNING OFFICE</b>			1		1
4-1-7	Prin Eco Planning Officer	SS01	1	33,433		
4-1-7	Chief Eco Planning Off	US04	1			55,424
			2	33,433	0	55,424
	<b>LABOUR, INDUSTRIAL RELATIONS &amp; PRODUCTIVITY</b>					1
7-1-2	Labour Inspector	SS05	1			7107
			1	0	0	7107
	<b>FOREIGN AFFAIRS &amp; EXTERNAL TRADE</b>					
8-1-3	Second Secretary	SS03	1	19170		
			1	19170	0	0
	<b>AUDITOR GENERAL</b>					
9-1-1	Telephonist/Typist	SS05	1	7107		
			1	7107	0	0
	<b>JUDICIAL</b>					
11-1-7	Senior Court Officer	SS02	1	24570		
			1	24570	0	0
	<b>ATTORNEY GENERAL/SOLICITOR GENERAL</b>			2		
	Senior Legal Officer	LG04	1	29474		
	Senior Legal Officer	LG04	1	29474		
			2	58948	0	0
	<b>LEGISLATURE</b>					
	Senior Admin Officer	SS02	1	24570		
			1	24570	0	0
	<b>AGRICULTURE</b>					3
30-2-3	Research Officer	SC03	1			17354
30-3-1	Principal Agriculture Off	PR02	1			24570
30-3-1	Agrultural Assistant	PR05	1			7107
			3	0	0	49031

	<b>Justice</b>					
3-3-1	Administrator General	LG01	1			54013
			<b>1</b>	<b>0</b>	<b>0</b>	<b>54013</b>
	<b>Prisons</b>					
15-20-2	POA	PN04	1		15037	
15-20-1	Clerical Officer	SS05	1	7107		
			<b>2</b>	<b>7107</b>	<b>15037</b>	<b>0</b>
	<b>Agricultural Tribunal</b>					
	Steno/Typist	SS05	1			7107
			<b>1</b>	<b>0</b>	<b>0</b>	<b>7107</b>
	<b>Education</b>			21	16	267
21-3-4	Principal	ED1A	1			33407
21-3-4	Principal	ED2B	1			30412
21-3-4	Principal	ED2D	2			64524
21-3-4	Principal	ED2D	1			32262
21-3-2	Asst Principal	ED3A	3	78990		
21-3-4	Asst Principal	ED3B	3	27250	54500	
21-2-3	HT	ED3C	1	28947		
21-3-3	Principal	ED3C	1			28947
21-3-4	Vice Principal	ED4B	1			24579
21-3-1	Education Off	ED4B	2			49158
21-4-4	Education Off	ED4B	1			24579
21-7-1	Education Off	ED4B	1			24579
21-3-2	Snr Lecturer	ED4C	2			51810
21-6-2	Snr Lecturer	ED4C	2	25905		25905
21-2-3	HT	ED4C	6	25905	25905	103620
21-3-3	Principal	ED4C	1		25905	
21-3-4	Principal	ED4C	3		25905	51810
21-2-3	Asst Head Prim School	ED5A	4	20531	20531	41062

21-2-3	Asst Head Prim School	ED5B	3			62877
21-2-3	Asst Head Prim School	ED5C	1			21720
21-3-2	HOD	ED5C	7	43440	21720	86880
21-3-3	Head of Dept.	ED5C	8			173760
21-3-4	HOD	ED5C	148			3214560
21-3-2	Counsellor	ED5D	2			44960
21-3-4	Counsellor	ED5D	4			89920
21-3-2	HOD	ED5D	14			674400
21-3-4	HOD	ED5D	68			1528640
21-2-3	AHT	ED5D	2			44960
21-3-3	Vice Principal	ED5E	2			46534
21-3-4	Vice Principal	ED5E	4		23267	69801
21-3-2	Lecturer	ED5E	2			46534
21-6-2	Lecturer	ED5E	1			23267
21-6-3	Lecturer	ED5E	2			46534
21-2-3	HT	ED5E	16	139602	46534	186136
21-2-3	Asst Head Prim School	ED6A	11	54999	36666	91665
21-2-4	Asst Head Prim School	ED6A	1			18333
21-2-3	headteacher	ED6D	7		20436	122616
	Asst Librarian	IR04	1	14484		
21-3-2	Agricultural Asst	PR05	1			7107
21-3-2	Steno Typist /Typist	SS05	1			7107
21-6-3	Clerical Off	SS05	1			7107
21-8-1	Snr Research	SC02	1	26016		
21-3-2	Snr Domestic Assistant	ED5C	6			19689
			<b>350</b>	<b>486069</b>	<b>301369</b>	<b>7221761</b>
			<b>415</b>	<b>781,230</b>	<b>603,563</b>	<b>7,721,173</b>

**\$9,105,966**

**415 posts @**

**\$9,105,966**

