

PSC CIRCULAR

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PSC Circular No. 21/2007

To: Permanent Secretaries and Heads of
Departments

File: 29/437/118

Subject: ROTATION OF STAFF AFTER TOUR
OF DUTY

Date: 18/07/2007

- 1.0 The Public Service Commission has decided that staff are to be rotated after having served a tour of duty in a Ministry or Department and station. In the context of this Circular a "tour of duty" is defined as a period of three years service.
- 2.0 Officers are being moved as they have been too long on one posting and also to address the concern that this could lead to the officers becoming lethargic and prone to abuse etc. The rotations will also provide for the necessary professional development and proper succession planning. Both the service needs and the welfare of individual officers are being taken into consideration.
- 3.0 All occupational classifications except the medical officer, nursing and teaching groups will be involved in the rotation exercise. The rotations for these groups will continue to be the responsibility of the relevant Ministries/Permanent Secretaries.
- 4.0 To determine and decide which staff are to be rotated the Succession Planning Steps in Appendix 1 to this Circular is used as a guide.
- 5.0 The recent review of the compulsory retirement age has prompted the acceleration of the staff rotation exercise. It was not possible to undertake the succession planning steps fully at this stage due to the time available. However, when the Human Resource Management Information System (HRMIS), currently being developed by the ITC Services, is rolled out, the succession planning process will be easily facilitated.
- 6.0 The criteria used to determine the rotation is explained below:
 - (i) Filling of existing vacancies is based on the needs of the Ministries/Departments and according to the budget.
 - (ii) As far as possible Officers retiring in 2007/2008 should not be included as they play an important role in training potential successors.
 - (iii) As far as practically possible, an officer's qualifications and competencies or skills would be matched with the job. Admittedly, as the rotation move

down to the base grades and jobs become very generic in nature, this matching process becomes a bigger challenge.

- (iv) Successors are to be identified within Ministries/Departments and they are to be mentored, coached and trained.
- (v) Person to post (P2P) status will be strictly adhered to.
- (vi) Acting appointments will be based on the needs of Ministries/Departments and the qualifications, competencies and experience of officers matched against the jobs.

7.0 The staff rotations will obviously have to be implemented in phases to avoid unnecessary vacuums and disruptions to work flow. The phases are as stated below:

- Phase 1 (July/August 2007) - SES Rotations
- Phase 2 (July/August 2007) - Principal Administrative Officers (SS01), Senior Administrative Officer (SS02)
- Phase 3 (September/October 2007) - Administrative Officers (SS03), Senior Secretaries (SS03), Executive Officers (SS04), Secretaries (SS04) Rotations
- Phase 4 (October/November 2007) - Clerical Officers (SS05)/Typists (SS05)/Telephonist (SS05) Rotations
- Phase 5 (August/October 2007) - Technical and Professional Officers

8.0 Notwithstanding these phases of the staff rotations, the Commission will also decide on individual transfers and postings in very special cases and circumstances. Consultations with Permanent Secretaries on the Staff Rotations will be undertaken prior to implementation.

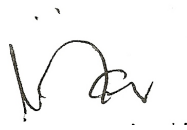
9.0 The requirements of Regulation 13 of the Public Service (General) Regulations 1999 on transfers, which will be adhered to, are stated below:

13 - The Commission may transfer an employee without the employee's agreement only if the Commission has:-

- (a) given the employee 28 days written notice of the transfer;*
- (b) given the employee an opportunity to state his or her views about the matter; and*
- (c) considered any views stated by the employee.*

10.0 "Transfer" as defined in the Regulations "does not include the movement of an employee between positions in the same Ministry or Department unless the movement requires the employee to change his or her residence from one station to another".

- 11.0 It is to be noted that a transfer occurs when an officer is moved from one station to another. A movement of an officer within a station or Ministry/Department and between Ministries/Departments within a station is termed a "posting". Eligibility for transfer allowance under GO 407 is where a transfer or posting necessitates a change of residence.
- 12.0 All clarifications required are to be referred to and obtained from Mr. Tom Lee, Deputy Secretary Operations, Public Service Commission on phone number 3314588 extension number 406 or on email address tle@psc.gov.fj **or** Ms. Laite Cavu, Acting Deputy Secretary Policy and Planning on extension number 404 or on email address lcavu@psc.gov.fj.



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