

# PSC CIRCULAR

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

## PSC Circular 11/2008

To: Permanent Secretaries and Heads of Department File: 29/299/54

Subject: COST SAVING MEASURES IN THE PUBLIC SERVICE Date: 3/4/08

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- 1.0 Effective from the date of this circular, the Public Service Commission in accordance with the guidelines issued by the Cabinet Memorandum of 5/2/08, PSC Circular No. 40/2007, , PSC Circular Memorandum dated 27/02/08, and Consultative Meetings held during the Permanent Secretaries Forum has decided to reinforce and implement the following measures:
    - i) Acceleration of the exercise of the 10% reduction in SEG 1 and SEG 2.
    - ii) Immediate withdrawal of delegated powers from Permanent Secretaries for all appointments and promotions.
    - iii) Freezing of all vacancies – no advertisements of positions in the immediate term.
    - iv) Performance based Contract employment conditions for all new appointments.
    - v) Moratorium on acting appointments except specifically identified by PSC
  - 2.0 The withdrawal of delegation is for a period of three (3) months during which the necessity for vacant positions and acting appointments will be reviewed You are asked to assess each position and reflect all these in the current exercises and submissions on the 10% Reduction. A progress report will be submitted to Cabinet by end of April.
  - 3.0 Organizational restructuring is considered critical. Consultations currently being undertaken should assist in the determination of posts to be disestablished as well as assessing the necessity for vacant positions to remain. Current acting appointments will continue, until reviews, however, as from this date no new acting appointments will be approved. Exceptions to this rule will be with Statutory Supervisory Positions, essential services and scarce skill areas.
  - 4.0 All new appointments will be on performance based contracts with the revised terms and conditions of employment to reflect the new arrangement.
  - 5.0 Addressees are requested to note the above measures and guidelines for immediate implementation.



Taina Tagicakibau (Mrs)  
Permanent Secretary for the Public Service