

PSC CIRCULAR

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PSC Circular 32/2008

To: Permanent Secretaries and Heads of Departments **File:** 29/4/37

Subject: SEPARATION OF FUNCTIONAL ROLES AND RESPONSIBILITIES – PUBLIC SERVICE COMMISSION AND THE OFFICE OF THE PERMANENT SECRETARY FOR THE PUBLIC SERVICE **Date:** 02/09/08

1. The Cabinet has approved that there should be a clear separation of functional roles and responsibilities between the Public Service Commission and the office of the Permanent Secretary for the Public Service. This is intended to facilitate smooth operation of the service and enhance efficiency.
2. Following are the separation of functional roles and responsibilities:
 - a) Public Service Commission

The Public Service Commission will continue to exercise its powers independently with regards to its Constitutional functions i.e. to make appointments to public offices which also include promotions to public office holders to remove persons from public offices; and to take disciplinary action against holders of public offices.
 - b) Public Service Ministry – Office of the Permanent Secretary for the Public Service

All statutory functions of the Commission as contained under S.11-1(a)-(1) Part 3 of the Public Service Act, 1999 will be undertaken by the Permanent Secretary for the Public Service. Attached at Appendix 1 are functions referred to as statutory functions of the Commission.
3. The Office of the Permanent Secretary for the Public Service is being restructured to implement this decision.
4. **Re-organized Public Service Commission**

The Public Service Commission consisting of the Chairman and appointed members will have its own Secretariat headed by a Director. The Secretariat will ensure that all submissions received from each Ministry and Department will be tabled for the Commission's deliberations and decisions made by the Commission are promulgated.
5. **Public Service Ministry**

The Permanent Secretary for the Public Service will report directly to the Prime Minister. Re-alignment of positions are being undertaken so that human resources management and development policies are given due consideration.

6. Due to the decision to retain the delegated powers of the Commission vide Circular No 23/08, it is has also been decided that officers processing posts for their Ministries and Departments will be made available to the Commission as and when required to address the anticipated increase in workload.
7. This will ensure that there will not be any delay in the processing of Commission submissions.
8. The restructure and revised Organization Structure will be circulated once the details are confirmed.
9. Appropriate legislative amendments is being pursued to effect these changes.
10. All Addressees are requested to note the above and to widely disseminate this to all officers within your Ministry



Taina Tagicakibau [Mrs.]
Permanent Secretary for the Public Service

In addition to its constitutional functions, the Public Service Commission has the following functions –

- a) to consider and report to the Government on public service issues;
- b) to promote and uphold the Public Service Values and the Public Service Code of Conduct, and to monitor and evaluate –
 - i) the extent to which Ministries, departments and parliamentary bodies have adopted the Public Service Values;
 - ii) the extent to which the structure of the public service supports the Public Service Values;
 - iii) the adequacy of the systems and procedures in Ministries, departments and parliamentary bodies for ensuring compliance with the Public Service Code of Conduct;
- c) to develop, promote, review and evaluate public service employment policies and practices;
- d) to facilitate continuous improvement in human resource management in the public service
- e) to provide or facilitate and career development for the public service [including public service examinations] and to coordinate and support service-wide training and career development opportunities in the public service insofar as those functions are not performed by some other body;
- f) to contribute to, and foster, leadership in the public service;
- g) to review and advise the Government the structure, size and compositions of the public service, including the creation, amalgamation and abolition of Ministries and departments, the functions of departments, and staffing levels in Ministries and departments;
- h) to perform in relation to employees the functions of an employer including but not limited to-
 - i) the classification of employees;
 - ii) the duties of employees, and the places where they are to be performed;
 - iii) the transfer of employees to and between Ministries and departments;
 - iv) the setting of remuneration and other terms of employment, unless another written law confers those functions on some other person or body in relation to any employee or class of employee:
- i) to ensure that adequate office accommodation is provided for the public service; and
- j) to supervise physical working conditions in the public service as required;
- k) if requested, to give advice and assistance to Ministries, departments and other service Commissions in relation to public service issues; and
- l) to perform any other functions given to the Commission by or under this Act or any other written law.