

PSC CIRCULAR

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PSC Circular No. 03/09

To: The Permanent Secretaries and
Heads of Departments

File: C29/119/7-16

Subject: IMPLEMENTATION OF THE JOB EVALUATION
REPORT 2003 **Date:** 13/02/09

1.0 Cabinet at its meeting of 31st December, 2008 vide Cabinet Decision No.552 of 2008 has approved the implementation of the Job Evaluation Report for the Disciplined Services and the General Civil Service as reported in the Job Evaluation Report 2003 conducted by Mercer Human Resource Consulting (Mercer).

1.1 In its decision, Cabinet has approved:-

- (i) the immediate implementation of the Job Evaluation Report [JER] for the Disciplined Services namely the Police, Prisons and the RFMF personnel for phase 4 with effect from 01/01/2009 and phase 5 with effect from 01/01/2010;
- (ii) the implementation of pay relativity adjustments, rectification of anomalies, 4 tier structure for GWE and location allowance with effect from 01/01/2009;
- (iii) the implementation of the JER for the General Civil Service on the 1% increase per year for 5 years for classifications of SS02 or equivalent and above to comprise the first three phases or 3% on the first implementation and to be effective from 01/01/2009 and the next 2 phase or 2% to be effective from 01/01/2010.

2.0 APPLICATION OF JOB EVALUATION REPORT [JER] 2003

2.1 The Disciplined Services

2.1.1 The Permanent Secretary for Defence, National Security, Natural Disaster Management & Immigration is requested by this Circular where necessary and appropriate make amendments to the relevant Regulations to effect the 4th phase of the Job Evaluation for those in the Disciplined Services, and the Permanent Secretary for Justice, Electoral Reform, Public Enterprises & Anti-Corruption for those in the Fiji Prison Services.

2.1.2 The respective salaries for officers in the Fiji Police Force and the Fiji Prison Services incorporating the implementation of phase 4 are attached as **APPENDIX I (A)** for the Fiji Police Force and **APPENDIX I (B)** for Fiji Prison Services.

2.2 The General Civil Service

- 2.2.1 The application of the Job Evaluation for the General Civil Service will be on those positions identified for salary adjustments and will include those on probation, temporary officers (including relievers) officers serving on local and overseas contracts and those on staff supplementation scheme. The JER will also apply to officers, whose appointments were terminated after 1st January, 2009.
- 2.2.2 The JER will however, not apply to officers whose appointments were terminated on grounds of abscondment from duty on or after 1st January, 2009.
- 2.2.3 All deductions linked to salaries, including rent on Government quarters and the PSC Scholarship loan deductions, should be adjusted to the revised level of salaries with effect from 1st January, 2009.
- 2.2.4 All allowances linked to salaries such as Acting Allowance etc. should be adjusted to the revised levels of salaries with effect from 1st January, 2009.

3.0 IMPLEMENTATION OF THE JOB EVALUATION EXERCISE

3.1 Market Relativity within Fiji

- 3.1.1 The increase through Market Relativity is applicable to officers at SS02 [Senior Admin Officers] or equivalent and above to US02 level. The relevant table is attached as **APPENDIX II**.

3.2 Occupational Relativity Adjustments and Assimilation

- 3.2.1 The relevant table for Occupational Relativity Adjustment is attached as **APPENDIX III [A]**.
- 3.2.2 Occupational levels that were merged are attached as **APPENDIX III [B]**.

3.3 Rectification of Classification Anomalies

- 3.3.1 In the JER some job specific were identified to be upgraded and some were also identified to be downgraded and these were considered to be the anomalies.
- 3.3.2 The positions affected in the anomalies are reflected in **APPENDIX IV(A)** for up-grading and **APPENDIX IV(B)** for downgrading.
- 3.3.3 On implementation the incumbents will **NOT** be affected as they will maintain 'personal-to-post holder' (PPH) salaries, but upon a vacancy occurring subsequent to this circular, the posts should be advertised at the revised grade.

3.4 General Wage Earners

3.4.1 The relevant wage rate table for GWE is attached as **APPENDIX V**.

3.5 Location Allowance

3.5.1 Categories of Remote Locations Allowances is reflected below :-

No.	CATEGORY	SINGLE	FAMILY	POINT RANGE
1	Rural	\$600	\$900	51-100
2	Category A	\$1,200	\$1,800	101-150
3	Category B	\$1,800	\$2,700	151-200
4	Category C	\$2,400	\$3,600	201-250

3.5.2 The allowance is only applicable during the duration of stay in the remote location and **MUST CEASE** on return to urban areas or change on transfer according to the next remote location.

3.5.3 The various remote location benchmarks are reflected in **APPENDIX VI (A)** and relevant Policy Issues pertaining to these allowances is attached at **APPENDIX VI (B)**.

4.0 Clarification

4.1 For any queries relating to the above, please contact Bulou Rakuita, Director Employee Relations Division on telephone 3314588 ext 408 or Jimaima Vilisoni on ext 227 or on email address brakuita@govnet.gov.fj or jvilisoni@psc.gov.fj.



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