

PSC CIRCULAR

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To: Permanent Secretaries and Heads of Departments **File:** C29/450 – 3

Subject: **COMPETENCY FRAMEWORK** **Date:** 27/10/11

- 1.0 The Public Service Commission in its meeting on 30th August, 2011 approved the implementation of the Competency Framework for the Senior Executive Service (SES). The framework embodies the Public Service Values and serves to improve and develop its services and staff through leadership of the highest quality and standard.
- 2.0 This framework seeks to establish a shared understanding of the critical success factors for performance in the SES and identifies the six core criteria for high performance. Each of the criteria heads a group of interrelated behaviors. The framework does not describe the functions or responsibilities of particular senior executive roles but rather embodies the Fiji Public Service Values, particularly leadership of the highest quality, managing people and achievement of high performance within an environment of change.
- 3.0 SES Officers would be required to assess themselves against the competency framework that applies to them, with a view to develop their skills and capacities in all areas of the framework. Evaluation may be through self-assessment but normally would be through discussion with line managers, supervisors and by gathering relevant evidence.
- 4.0 It is the responsibility of each Permanent Secretary to evaluate performance of officers within the cadre under his/ her jurisdiction. In carrying out the performance evaluation of officers, Permanent Secretaries will be able to identify performance gaps. This would then be submitted to the Public Service Commission through their Training Needs Analysis (TNA) and relevant courses or action to be undertaken in addressing the gaps identified. The Public Service Commission will coordinate relevant training programs either with external stakeholders or with relevant training institutions.
- 5.0 Copies of the Competency Framework booklet are being circulated to the respective Ministries for which copies are to be issued to all SES Officers.



Parmesh Chand

Permanent Secretary for the Public Service