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CIRCULAR No. 183
OSC Ref. C.6626³

1st July, 2016

**Review of the Process for the Appointment of Substantive Holders
to Their Upgraded Posts in the Fiscal Management Group (FMG)**

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that further to Circular No. 188 dated the 26th August, 2015, from the Office of the Services Commissions (Central Government), the following decision has been made with effect from the **1st July, 2016**:-

The **substantive holder of the post** in the Fiscal Management Group, which has been upgraded to the level of FMG/PA 2, PA 3, PA 4 or PA 5 or FMG/AS 4, AS 5, AS 6 or AS 7, or equivalent in responsibility, **will no longer be required to appear before the Financial Administration and Audit (FAA) Selection Board, once the following criteria have been met:**

- a. **No additional duty is assigned to the upgraded post;**
- b. **The substantive holder possesses the requisite academic qualification, training, knowledge and experience applicable to the upgraded post.**

The officer should be assigned to the upgraded post for no less than six (6) months and assessed thereafter.

Where his/her Performance Evaluation Report is satisfactory, consideration may be given for appointment to the upgraded post by the appropriate authority or the Public Service Commission, where applicable.

In the circumstance where additional duties have been accorded to the upgraded post, the substantive holder will be required to appear before the FAA Selection Board for assessment.

The other conditions as outlined in Circular No. 188 dated the 26th August, 2015, (attached for ease of reference), remain unchanged.

For further clarification, please direct your queries to the Office of the Services Commissions.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency.

Mrs. Jacqueline Mendez, JP
Chief Personnel Officer (acting)



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CIRCULAR No. 188
OSC Ref. C. 6626²

26th August, 2015

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that further to **Circular No. 75 dated the 9th May, 2013** and **Addenda OSC Ref. Nos. C. 6272⁷ dated the 10th March, 2014** and **C. 6626² dated the 23rd July, 2014**, the following decision has been made effective **June 1, 2015**:

1. The policy of paying a partial allowance to public officers in the Fiscal Management Group, who do not possess the requisite academic qualifications, **will cease**.
2. There will be no further consideration of appointments/promotions of public officers in the Fiscal Management Group on the basis of **the Proficiency Criteria**.

It is expected that public officers acting, or being permanently appointed/promoted in this group should possess the requisite academic qualifications for the post. Acting appointments in this group, for officers who **do not** possess the requisite qualifications, **will only be considered for specified periods in positions that are not vacant i.e. vacation and maternity leave only. This does not apply to acting appointments in place of/vice officers on secondment, pre-retirement and study leave.**

With effect from **June 1, 2015**, the following will guide the recruitment and selection process for the Fiscal Management Group:

- (a) For positions classified FMG/ AC 1, AC 2, AT 1 - AT 3, PA 1, AS 1 - AS 3 or the equivalent in responsibility, Permanent Secretaries, Heads of Departments and Chief Executive Officers are expected to conduct the recruitment and selection process for these levels.
- (b) For positions classified FMG/PA 2 – PA 5 and AS 4 – AS 7 or the equivalent in responsibility, the Public Service Commission requires that candidates for these jobs be assessed by the Financial Administration and Audit (FAA) Selection Board convened by this Office.

For further clarification, please direct your queries to the Office of the Services Commissions.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department.

This supersedes Circular No. 117 dated the 27th May, 2015, from this Office.

J. Mendez (Mrs.)
for Chief Personnel Officer