



**DETERMINATION 21 of 2017 - DETERMINATION ON CLASSIFICATION STANDARD AND SALARY STRUCTURE  
FOR SECRETARY GENERALS OF PROVINCIAL COUNCILS AND TOWN CLERKS OF MUNICIPAL COUNCILS.**

This Determination sets out the classification standard and the salary structure for persons appointed as Secretary Generals, under section 18E(1) &(2) of the Decentralization Act [CAP 230] and Town Clerks, under section 19(1) & (2) of the Municipality Act [CAP 126]. It comprises:

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**PART 1. GENERAL**

**1.1 Authority:**

1.1.1 This Determination is issued pursuant to section 13(1) of the Government Remuneration Tribunal Act No. 20 of 1998 [CAP 250].

1.1.2 The Tribunal may issue guidance notes from time to time to assist the Employing bodies in the administration of this Determination.

**1.2 Application:**

The Determination applies to:

- persons appointed as Secretary Generals, under section 18 of the Decentralization Act [CAP 230],
- persons appointed as Town Clerks, under section 19 of the Municipality Act [CAP 126],
- persons appointed as Assistant Secretary Generals of Provincial Government Councils, and
- persons appointed as Deputy Town Clerks of the Municipal Council.

**1.3 Effective date:**

1.3.1 This Determination shall take effect on and from 1<sup>st</sup> January 2018.

1.3.2 As and when this Determination comes into effect, it shall supersede and revoke any determination or decision relating to any form of salary payable to a Secretary General and a Town Clerk.

**PART 2. CLASSIFICATION STANDARDS AND SALARY STRUCTURE**

**2.1 Classification standards:** The classification standard for a Secretary General and a Town Clerk is set out on Table A1 to this Determination.

**2.2 Salary Structure:** The salary structure for the position of a Secretary General and a Town Clerk is as set out on Table A2 to this Determination.

**PART 3. RELATED MATTERS**

**3.1 Setting the Salary**

3.1.1 The Employing Body shall determine the work value for the position stated on section 1.2 of this Determination in accordance with the Classification standards set out on Table A1 and the salary structure set out on Table A2 to this Determination.

3.1.2 In determining the work value of a Secretary General or Town Clerk, subject to Part 2, the Employing Body is expected to exercise prudent business judgement commensurate with the responsibilities and accountabilities of the office.

**3.2 Adjustment to Salary:**

**3.2.1** Subject to Part 2 of this Determination, adjustment to salary shall be made in accordance with established performance guidelines and within the ability of the Employing body to retain the person with the necessary qualification and skills.

**3.3** The maximum salary for positions stated in this Determination is as set out below:

| <u>Position</u>             | <u>Maximum Salary (VT)</u> |
|-----------------------------|----------------------------|
| Secretary General           | 5,324,100                  |
| Town Clerk                  | 4,444,800                  |
| Assistant Secretary General | 3,739,300                  |
| Deputy Town Clerk           | 3,739,300                  |

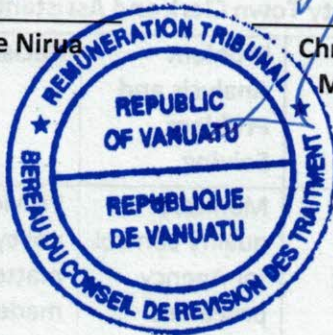
**3.4 Take home pay entitlements:** On and from 1<sup>st</sup> January 2018, persons paid according to this determination will no longer be paid the following Take home pay entitlements: Child, Family or Spouse allowance, Cost of Living allowance, Entertainment allowance, Fuel allowance, Housing allowance, and Telephone allowance.

Signed this 17<sup>th</sup> day of November, 2017.

Marie Antoinette Nirua  
Chairperson

Chris Kernot  
Member

Roan Lester  
Member





**Determination 21 of 2017: Table A1 - Classification Standard for Secretary Generals and Town Clerks.**

**1. Table A1 – Classification Standard for Secretary Generals and Town Clerks.**

| <b>Secretary General, Town Clerk, Deputy Secretary General, Deputy Town Clerk and Assistant Secretary General.</b> |                                    |  |  |   |  |  |
|--|------------------------------------|--|--|---|--|--|
| <b>Level</b>   | <b>Independence and Leadership</b> | <b>Technical Expertise</b>   | <b>Managerial Role and Authority</b>   | <b>Problem Analysis and Problem Solving</b>   | <b>Decision Making</b>   | <b>Planning Level</b>  |
| <b>SG 3</b>  | Secretary General                  | Integrate diverse activities or multiple functions, with key impacts on whole of agency strategy and planning. Possess highly advanced professional/executive management experience. Completed competency level equivalent to VQF Level 9 or higher. | Monitor and Regulate government policy. Substantial contribution to agency governance and culture.   | Monitors quality control for Agency processes. Resolves broader and more complex issues of external context with national or international influence. | Provides ruling on policy or Regulatory matter. Decisions made impact on whole of government or whole of agency performance.                         | Leads strategic direction in support of the priorities of the state for Policy reform. Decides corporate strategies within policy parameters , with a long term focus. |
| <b>SG 2</b>  | Town Clerk                         | Integrate diverse activities or multiple functions at agency level. Possess extensive professional/administrative management experience. Completed competency level equivalent   | Controls processes for planning, coordination and monitoring of Agency performance. Contributes to agency leadership and to overall governance processes | Provides leadership in resolving complex issues of internal context with a national or international influence.                                       | High level advice, or policy drafting for the state. Recommends decisions on significant strategic alternatives to the Minister or Director General. | Develops strategic directions in support of the priorities of the state for Policy reform. Contributes to shaping and implementi                                       |

|             |  |  |   |  |   |  |
|-------------|--|--|---|--|---|--|
|             |  | to VQF Level 8 or higher.  |   |  |   | ng overall corporate strategy.   |
| <b>SG 1</b> | Assistant Secretary General or Deputy Town Clerk | Promotes professional development for colleagues. Takes responsibility for performance outcomes for a specific program, initiative, or for quality of advice provided. Completed competency level equivalent to VQF Level 7 or higher. | Plan coordinate and monitor Agency performance. Contributes to one or more elements of agency governance. | Provides quality control for Agency processes. | Development and implementation of significant and serious policy direction for the state. | Primary planning focus assumes an immediate current year but with an understanding of future implications. |

Abbreviation: VQF – Vanuatu Qualification Framework

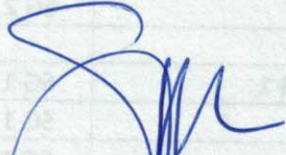
**Signed this 17<sup>th</sup> day of November, 2017.**



**Marie Antoinette Nirua**  
Chairperson



**Chris Kernot**  
Member



**Roan Lester**  
Member



*Effective as of 1<sup>st</sup> January 2018.*








**Determination 21 of 2017: Table A2 – Salary structure for Secretary Generals and Town Clerks**

**1. Table A2 – Salary Structure for Secretary Generals and Town Clerks.**

| VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL   |        |           |
|---|--------|-----------|
| PUBLIC SERVICE COMMISSION – HIGH PERFORMANCE BASE CLASSIFICATION SCALE.                                     |        |           |
| Secretary General, Town Clerk, Deputy Secretary General, Deputy Town Clerk and Assistant Secretary General. |        |           |
| Level   | Grade  | Salary    |
| SG 3  | SG 3.3 | 5,324,100 |
|   | SG 3.2 | 5,000,400 |
|   | SG 3.1 | 4,682,900 |
| SG 2  | SG 2.3 | 4,444,800 |
|   | SG 2.2 | 4,206,700 |
|   | SG 2.1 | 3,968,600 |
| SG 1  | SG 1.4 | 3,739,300 |
|   | SG 1.3 | 3,623,500 |
|   | SG 1.2 | 3,527,600 |
|   | SG 1.1 | 3,408,300 |

2. An Officer, other than Officer serving her or his probationary period, when acting on a position higher than her or his substantive position should be paid the salary for that position until such time she or he is no longer acting.

*Signed this 17<sup>th</sup> day of November, 2017.*

  
Marie Antoinette Ninga  
Chairperson



  
Chris Kernot  
Member

  
Roan Lester  
Member

*Effective as of 1<sup>st</sup> January 2018.*