



**OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL**

**GRT DETERMINATION 21 of 2024  
NOTICE No. .... OF 2024**

**PUBLIC SERVICE COMMISSION AND PUBLIC SECTOR**

**GRT DETERMINATION ON JOB CLASSIFICATION STANDARDS AND SALARY  
STRUCTURE FOR THE POSITION OF A SECRETARY GENERAL AND AN  
ASSISTANT SECRETARY GENERAL OF A PROVINCIAL COUNCIL, AND OF A  
TOWN CLERK AND DEPUTY CLERK OF A MUNICIPAL COUNCIL.**

This Determination sets out the Job Classification Standard and the Salary Structure for the positions of persons appointed as Secretary Generals, under section 18E (1) & (2) for the Decentralization Act [CAP 230] and Town Clerk, under section 19(1) & (2) of the Municipality Act. 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:**

1.2.1 The Determination applies to persons appointed as Secretary Generals, under section 18 of the Decentralization Act [CAP 230].

1.2.2 The Determination applies to persons appointed as Town Clerks, under section 19 of the Municipality Act [CAP 126].

1.2.3 This Determination applies to positions assigned to Leadership career pathway Levels L5 – L7 of SP10 Jobwise® Framework.

**1.3 Effective date:**

1.3.1 The Determination takes effect as of 1<sup>st</sup> December 2024.

1.3.2 The Determination supersedes and revokes any determination or decision relating to any form of salary payable to a Secretary General and a Town Clerk.

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

2.1 **Job Classification Standards:** The Job Classification Standards for position of a Secretary General and Assistant, and a Town Clerk and Deputy is set out on Table 4.1 to this Determination.

2.2 **Salary Structure:** The Salary Structure for the position of a Secretary General and Assistant, and a Town Clerk and Deputy is as set out on Table 4.2 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 1.2 of this Determination in accordance with the Classification standards set out on Table 4.1 and the salary structure set out on Table 4.2 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.

3.1.3 The maximum salary for positions stated in this determination is set out below:

<b>Position</b>	<b>Maximum Annual Salary</b>
Secretary General	4,738,000
Town Clerk	4,570,000
Assistant Secretary General	4,380,000
Deputy Town Clerk	4,380,000

**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 Acting:**

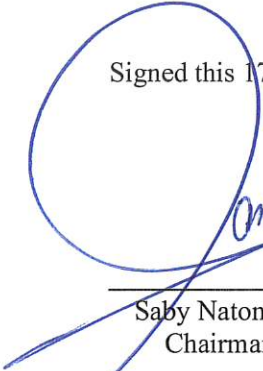
3.3.1 An Officer, other than a Probation Officer, when acting on a position higher than her or his substantive position should be paid the salary for that position until such time she or he is no longer acting.

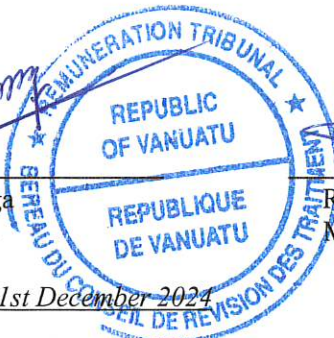
**3.4 Take home pay entitlements:**


3.4.1 Effective as from the date of this Determination, person paid according to this determination may be entitled a take home pay entitlement, stated under GRT Determination 33 of 2024.


3.4.2 Any other form of take-home pay entitlements other than that which is stated under 3.4. will no longer be paid: Family or Spouse allowance, Cost of Living allowance, Entertainment allowance, Fuel allowance, and Telephone allowance.

Signed this 17<sup>th</sup> day of December, 2024.

  
Saby Natonga  
Chairman

  
REPUBLIC OF VANUATU  
REPUBLICQUE DE VANUATU  
BUREAU DU CONSEIL DE REVISION DES TRAITEMENTS  
REVENUE

  
Rosemary Leona  
Member

  
Nigel T. Malosu  
Member

Effective as of 1st December 2024



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PART 4 – JOB CLASSIFICATION STANDARDS AND SALARY STRUCTURE TABLES  
FOR THE POSITIONS OF SECRETARY GENERALS AND ASSISTANTS, AND  
TOWN CLERKS, AND DEPUTIES

Tables 4.1 – Job Classification Standards Tables for the positions of Secretary Generals and  
Assistants, and Town Clerks and Deputies

Table J. L7		The Job Classification Standards Table for the positions of Secretary General and Town Clerk as assigned to Band J and Leadership pathway Level L7.			
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level 7 Factor Descriptors (Jobs requiring varied degree of leadership, supervision of people, power, and oversight of general management functions)		Typical L7 Positions
J	L7 592-675	<b>Section Leader:</b>  Responsible for managing a section part of a division/ department, where effective utilization of staff is important and impact on stakeholder satisfaction is significant. Staff will include technical specialists and programme/ Project roles, managed directly or through team leaders	<b>Education</b>	<b>I. TERTIARY / SPECIALIST</b> Requires a specialist diploma at under-graduate level or a generic university bachelor's degree, i.e., no specific discipline, or equivalent level of education. -VQF 6-7	Secretary General  Town Clerk  Deputy Director  Deputy CIO  Secretary, Law Commission  Deputy Commissioner of Labour  National Security Advisor, VNSC  Secretary General, Citizenship
			<b>Experience</b>	<b>H. SPECIALISED EXPERIENCE</b> The job requires extensive specialised experience in a technical, scientific, or professional field, normally gained through relevant professional qualifications together with significant post qualification practical experience; OR Experience of a more general 14-15 years	
			<b>Complexity</b>	<b>C. DEFINED</b> The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimize efficiency.	
			<b>Scope</b>	<b>D. MANAGERIAL</b> Management or control of a significant operational or functional unit / division, including the planning, directing and controlling of all activities within the unit, or a CEO / Director General of very small organisation.	
			<b>Problem Solving</b>	<b>D. VARIED</b> Problems are varied and the solution requires research though diverse and perhaps contradictory ceases. Initiative and judgement is necessary in interpretation. In general, many of these problems extend far beyond the need for short term solutions, with the research required extending between 1-3 months.	



			<b>Freedom to Act</b>	<b>D. GENERAL INSTRUCTIONS</b> Work is subject to general instructions only, and specific completion targets are normally specified. Progress reviews are usually undertaken but in most instances assistance by a superior is given only when requested.	
			<b>Impact of Decisions</b>	<b>C. Impact Direct</b> Impact of a single discretionary decision causes significant impact, which can be expressed in vatu terms of thousands of vatu.	
			<b>Interpersonal Skills</b>	<b>D. INFLUENCE / PERSUADE</b> Considerable contact influencing staff either in a management role requiring sound communication skills or in roles requiring well-developed advisory /consultative / facilitation skills.	
			<b>Authority</b>	<b>B. Financial Authority.</b> Authorises minor expenditure from another person's budget.	
			<b>People Management</b>	<b>C. 1</b> Has full supervisory / managerial responsibility for 11–29 staff. This includes allocation of work, accountability for their outputs, quality etc. and appraisal of their performance.	

Table I. L6		The Job Classification Standards Table for the positions of Secretary General and Town Clerk as assigned to Band I and Leadership pathway Level L6.			
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L6 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Typical L6 Positions
I	L6 521- 591	<b>Team Manager:</b> Manages staff assigned to specified administrative, operational, or technical roles who work independently as technical specialists. Ensures decisions of management are articulated and implemented. Manages and monitors work and associated budgets.	<b>Education</b>	<b>I. TERTIARY / SPECIALIST</b> Requires a specialist diploma at under-graduate level or a generic university bachelor's degree, i.e., no specific discipline, or equivalent level of education. -VQF 6-7	Assistant Secretary General  Manager – Rates & Taxes  Manager – Budget  Head-Monitoring and Evaluation Unit  Head – Policy and Planning Unit  Head – Aid
			<b>Experience</b>	<b>H. SPECIALISED EXPERIENCE</b> The job requires extensive specialised experience in a technical, scientific, or professional field, normally gained through relevant professional qualifications together with significant post qualification practical experience; OR Experience of a more general. 12-13years	
			<b>Complexity</b>	<b>B. PRACTICAL</b> The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	
			<b>Scope</b>	<b>D. MANAGERIAL</b> Management or control of a significant operational or functional unit / division, including the planning, directing and controlling of all activities within the unit, or a CEO / Director General of very small organisation.	
			<b>Problem Solving</b>	<b>C. ROUTINE / VARIED</b> Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	

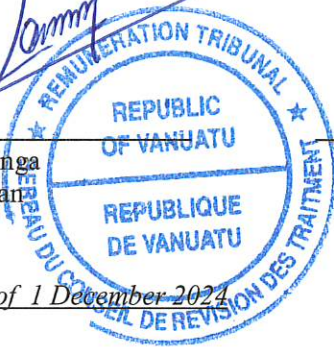
			<b>Freedom to Act</b>	<b>C. PROCEDURES</b> Work conforms to specified procedures and the results are clearly defined. Work is subject to in-progress review and guidance and assistance are readily available.	Coordination Unit Financial Controller
			<b>Impact of Decisions</b>	<b>B. 1 IMPACT</b> Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu	Manager – Customs
			<b>Interpersonal Skills</b>	<b>C. ADVISE / SUPERVISE</b> Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	Manager-FMIS
			<b>Authority</b>	<b>B Financial Authority.</b> Authorises minor expenditure from another person's budget.	Manager-Customs Revenue
			<b>People Management</b>	<b>B.</b> Has full supervisory / managerial responsibility for up to 10 staff. This includes allocation of work, accountability for their outputs, quality etc. and appraisal of their performance	Manager – ICT Policy

Table H. L5		The Job Classification Standards Table for the positions of Secretary General and Town Clerk as assigned to Band H and Leadership pathway Level L5.			
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L5 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Typical L5 Positions
<b>H</b>	<b>L5</b> 456-520	<b>Team leader:</b> Team leaders at this level tend to fall into one of the two types: either technical specialists with one or more assigned technical staff, or lower-level specialist with a team of business or technical support staff. Planning, scheduling, and monitoring work and associated budgets.	<b>Education</b>	<b>I. TERTIARY / SPECIALIST</b> Requires a specialist diploma at under-graduate level or a generic university bachelor's degree, i.e., no specific discipline, or equivalent level of education. -VQF 6-7	Deputy Clerk Executive Officer
			<b>Experience</b>	<b>H. SPECIALISED EXPERIENCE</b> The job requires extensive specialised experience in a technical, scientific, or professional field, normally gained through relevant professional qualifications together with significant post qualification practical experience; OR Experience of a more general 10-11 years	Manager – Programs Manager – Financial Accounting
			<b>Complexity</b>	<b>C. DEFINED</b> The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise efficiency.	Manager – Revenue Head of Treaties & Convention
			<b>Scope</b>	<b>D. MANAGERIAL</b> Management or control of a significant operational or functional unit / division, including the planning, directing and controlling of all activities within the unit, or a CEO / Director General of very small organisation.	Principal Economist
			<b>Problem Solving</b>	<b>D. VARIED</b> Problems are varied and the solution requires research through diverse and perhaps contradictory cases. Initiative and judgement is necessary in interpretation. In general, level needs research, required extending between 1 – 3 months.	Manager – RTI Manager – HRD
			<b>Freedom to Act</b>	<b>D. GENERAL INSTRUCTIONS</b> Work is subject to general instructions only, and specific completion targets are normally specified. Progress reviews are usually undertaken but in most instances assistance by a superior is given only when requested.	Manager – Exchequer Services Payment/Payroll Manager – Debt

			<b>Impact of Decisions</b>	<b>B. IMPACT</b> Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu	Head – Asia Pacific
			<b>Interpersonal Skills</b>	<b>D. INFLUENCE / PERSUADE</b> Considerable contact influencing staff either in a management role requiring sound communication skills or in roles requiring well-developed advisory / consultative / facilitation skills.	
			<b>Authority</b>	<b>B. FINANCIAL AUTHORITY (LOW)</b> Authorises minor expenditure from another person’s budget	
			<b>People Management</b>	<b>C.</b> Has full supervisory / managerial responsibility for 11–29 staff. This includes allocation of work, accountability for their outputs, quality etc. and appraisal of their performance.	

Signed this 17<sup>th</sup> day of December, 2024.

Saby Natonga  
Chairman



Rosemary Leona  
Member

Nigel T. Malosu  
Member

*Effective as of 1 December 2024*



### GRT Determination 21 of 2024

Table 4.2 –Salary Structure Table for positions of Secretary Generals and Assistants, and Town Clerks and Deputies.

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL				
PUBLIC SERVICE COMMISSION & PUBLIC SECTOR – PERFORMANCE-BASE SALARY STRUCTURE				
PROVINCIAL GOVERNMENT AND MUNICIPAL COUNCILS				
SECRETARY GENERAL AND ASSISTANT, AND TOWN CLERK AND DEPUTY ASSIGNED TO LEADERSHIP CAREER PATHWAY				
Band	Level	Grade	Salary	Range
J	SG 3	SG L 7.3	4,738,000	Maximum
	L7	SG L 7.2	4,682,000	
		SG L 7.1	4,626,000	Minimum
J	TC 2	TC L 7.3	4,570,000	Maximum
	L7	TC L 7.2	4,515,000	
		TC L 7.1	4,459,000	Minimum
I	ASG	ASG L 6.4	4,380,000	Maximum
	L6	ASG L 6.3	4,180,000	
		ASG L 6.2	3,956,000	
		ASG L 6.1	3,900,000	Minimum
H	DTC	DTC L 5.4	4,380,000	Maximum
	L5	DTC L 5.3	4,180,000	
		DTC L 5.2	3,956,000	
		DTC L 5.1	3,900,000	Minimum

Signed this 17<sup>th</sup> day of December, 2024.

Saby Natonga  
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Member

Effective as of 1 December 2024