



GOVERNMENT OF THE
REPUBLIC OF VANUATU

GOVERNMENT REMUNERATION TRIBUNAL REVIEW REPORT 2024



PUBLIC SECTOR



17th December 2024

Dear Chairman, Parliament Management Board

GRT 2024 REVIEW REPORT FOR PUBLIC SECTOR

I am pleased to advise that the 2024 review of remuneration for the Public Sector employees is complete. Attached to this letter is the review report for Public Sector.

The GRT Board is grateful for the cooperation shown during the consultations with the Public Sector agencies. The Tribunal was able to carry out the review using the important information it collects and those that were provided by the staff of all the Commissions, the Government Ministries, and agencies. The extensive consultations that were undertaken assisted the Tribunal to complete the review successfully.

We are delighted to announce that the 2024 new GRT Determinations were undertaken based on SP10 JobWise@ Methodology, a robust internationally recognized approach with 10 factors point matrix contextualised to Vanuatu setting. Guided by a comprehensive and entrenched Job Classification Standards, the salary structures for all jobs in the public sector are determined by placing each job into relevant level of four (4) main career pathways including, Customer & Business Support, Operations, Technical, and Leadership.

We request that you consider the review report and if there are queries that require our clarification, please do advise your staff to take it up with the Department of GRT. We thank you once again for the assistance provided till the completion of this review.

Yours faithfully

Saby Natonga, Chairman

- Cc:
- Speaker of Parliament
 - Clerk, Parliament
 - Chrono



GRT 2024 REVIEW REPORT ON REMUNERATION FOR THE JOB POSITIONS UNDER THE PUBLIC SECTOR

Saby Natonga
Chairman



Nigel T. Malosu
Member

Rosemary Leona
Member

Acknowledgement

Firstly, we acknowledge God for His divine guidance and blessings experienced throughout the 2024 GRT Determinations review.

This report is the end-product of the 2024 New GRT Determination Review process conducted by the GRT Department pursuant to a decision made by the Council of Ministers (COM Decision 068/2023) in response to changes in Consumer Price Index following the Covid-19 pandemic. The GRT Board notes that it took an immense amount of work and it would not exist without the invaluable contributions of a number of incredibly thoughtful, dedicated, supportive people, government partners, and agencies, including:

- GRT Board
- Strategic Pay New Zealand
- New Zealand High Commission
- National Bank of Vanuatu
- Government Ministries, Departments, and Agencies
- Teaching Service Commission
- Police Service Commission
- Public Service Commission
- Judicial Service Commission
- Parliament
- Ombudsman Office
- Office of Attorney General
- Office of Public Prosecutor
- Office of Public Solicitor
- National Audit Office
- GRT Department staff
- HRMs, HROs, Technical officers of Government Ministries

A very special thank you to the Heads of the agencies who agreed to release their technical staff to form the Secondment Officers team that led this landmark review. The GRT Department is eternally grateful to the members of the review team:

- Clement Nasse, Team Leader, Principal Remuneration Analyst, Government Remuneration Tribunal
- George Shem, Principal Job Analyst, Public Service Commission
- Wendy W. Raptigh, Judicial Development and Training Officer, Supreme Court of Vanuatu
- Ben Tokal, Principal Economic Statistician, Vanuatu Bureau of Statistics
- Eric I. Malessas, Principal Policy Analyst, Department of Strategic Policy Planning and Aid Coordination

Finally, we acknowledge all Government employees who are the ultimate beneficiaries of the 2024 new determinations for their patience and understanding throughout the long review period.

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Acronyms

COM	Council of Ministers
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
GDP	Gross Domestic Product
GRT	Government Remuneration Tribunal
HRM	Human Resource Management
IMF	International Monetary Fund
JCS	Job Classification Standards
JSC	Judicial Service Commission
OAG	Office of Attorney General
OPP	Office of Public Prosecutor
PL	Public Lawyers
PMS	Performance Management System
PSC	Public Service Commission
PSO	Public Solicitor Office
SPL	Senior Public Lawyers
SP	Strategic Pay
TSC	Teaching Service Commission
VBoS	Vanuatu Bureau of Statistics

1 INTRODUCTION

This report documents all the works undertaken to produce the 2024 new GRT Determinations for all persons employed by government employing agencies and, in this case, for the job positions under the Public Sector: those positions of persons employed by the Parliament Management Board, those under the responsibility of the Institutional and Constitutional Affairs Committee, those employed by Constitutional bodies and Grant entities, and those occupying high offices of the executive and legislative branches of government.

The GRT is responsible for determining the remuneration of government employees in Vanuatu in accordance with the Government Remuneration Tribunal Act. The purpose of the Act is “to establish a government remuneration tribunal to consider and determine the maximum remuneration payable to those persons employed by or appointed to positions by the Government or by an agency of Government.” The object of this Act is “to adopt principles of consistency, economy of resources, and disciplines in determining the remuneration of those persons employed by, or appointed to positions by, the Government or by an agency of Government.”

Under the GRT Act, the Government Remuneration Tribunal is established, among other things, to “review and determine the maximum remuneration payable, ... and to make a determination that adjusts, either upwards or downwards, the remuneration of any person listed in subparagraphs (i) to (viii) of section 13(1) and in carrying out such functions may “fix scales of remuneration and prescribe rules governing the application of scales of remuneration...”

Those persons listed in Section 13 (1)(a) of the Act are the employees of all the Government ‘employing bodies’ comprising four public service commissions – Public Service, Teaching Service, Police Service and Judicial Service - and other Government entities in the wider public sector.

In other words, the GRT is responsible for setting the pay structure and determining pay rates for all Government employees, and prescribing rules for the implementation of the pay structure and pay determinations.

The Act defines ‘remuneration’ as “a reward for services and includes salaries, wages, allowances, fees, expenses and every other form of income or recompense whatsoever,” and ‘determination’ as “a decision of the Tribunal fixing the maximum amount of remuneration payable to persons subject to this Act.”

Further, according to GRT Act, in determining any remuneration section 16(a - e) expressly states that the Tribunal must have particular regard to the following criteria:

- (a) the need to achieve and maintain relativity with the private sector;
- (b) to ensure that the best persons are employed through a recruitment and retention of personnel policy that takes into account the special responsibilities and duties required of persons employed in Government.
- (c) the adequacy of the current remuneration;
- (d) the aim for consistency and uniformity in remuneration rates;
- (e) the budget and resources available to Government for remuneration when making determinations.

By implementing GRT Act, the present determinations take into account relevant applicable legislation and policies:

- Employment Act
- Minimum Wages Act
- Public Service Act
- Judicial Services & Courts Act
- Police Service Act
- Members Expenses and Allowance Act
- Official Salaries Act
- Education Act
- ILO Convention
- Ombudsman Act

2 BACKGROUND

2.1 Problem Statement

From 1980 to the mid-1990s, Vanuatu's public services were severely affected by static unattractive pay packages which resulted in high turnover and costs. During mid-1988 and 1989, the GRT Act [Cap 250] attempted to address the issue. However, it was not until the 2017 GRT Determinations (subsidiary legislation to the Principal Act) that pay structures were established and used by all of government and its agencies, raising all/most pay rates.

The Tribunal last reviewed remuneration in 2018. That review resulted in 22 pay determinations which were implemented by the relevant employing bodies between 1st January 2018 and 1st January 2019. A recent evaluation of the implementation of those 2018 determinations discovered serious issues with existing determination implementation practices that have resulted in several anomalies and ultimately incurring high costs to Government.

A market survey of pay rates in Vanuatu in 2023 revealed that Government pay was lagging behind the market by some measures since the last GRT determination in 2018. Apparently, this lag underlies Government's recent policy decision to increase the minimum wage from VT 220 to VT 300.

The pay structure applied to Government jobs deserves special attention because pay rates have an effect on the quality of employees hired, their motivation, their performance, and their satisfaction. This is particularly so at the present time considering evidence of an ever-widening gap between the pay rates being offered by Government employers and employers in the private sector.

The problem facing the Government, with regard to remuneration, is that the Government current pay structure does not offer opportunities or incentives for career progression, pay levels are not always competitive compared to those offered in the private sector, and especially those at lower levels such as drivers, cleaners, secretaries and administration officers, are tempted to seek greener pastures in New Zealand and Australia. Anecdotal evidence indicate the morale is low amongst employees with 90% percent complaining of financial hardships, increased debt issues, health issues, limited opportunities and economic inequalities.

There are also problems with remuneration inconsistencies and internal relativities across the different Government employing bodies, and with implementation of remuneration determinations.

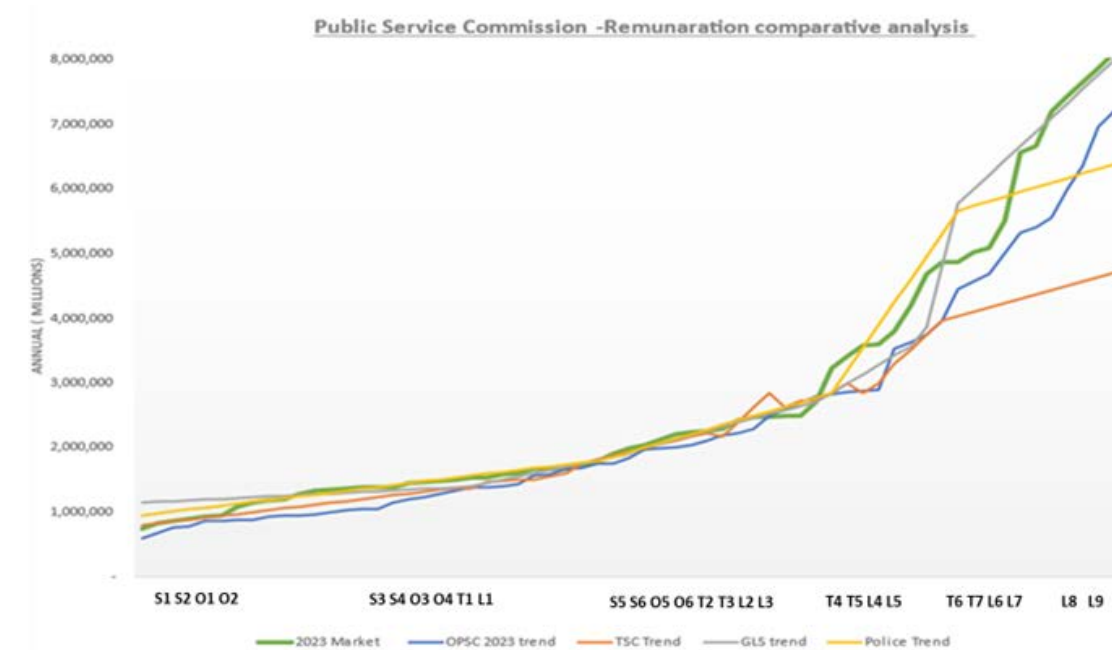
2.2 2023 Market Survey Analysis and Remuneration Relativities

In 2023, an independent survey of Vanuatu employers in the public and private sectors was conducted by Strategic Pay - New Zealand. The survey gathered data relating to 10,640 jobs across 22 employers (77% government sector and 23% private sector). The survey methodology was based on Strategic Pay's SP10 job evaluation methodology and JobWise® job mapping methodology.

Independent analysis of the survey data compared pay rates for benchmark jobs in the government and private sectors. Figure 1 presents a comparative analysis of the Survey data on the pay rates of

different levels of jobs under the four Commission or Employing bodies, relative to the benchmark jobs in the market. The Y-axis shows the annual pay while the X-axis shows the career pathways from lower-level jobs (business support and operations), to higher level jobs (Technical and Leadership).

Figure 1 – Comparative Analysis of 2023 Survey data



This analysis reveals notable similarities and differences in Government pay relative to the market. It shows that Government tends to pay employees at different levels on the career pathways, close to the market rate, with some variation. Generally, as the market rate rises, so does Government pay rate of jobs under the commissions. However, compared to low and mid-level jobs, high level technical and leadership jobs tend to lag behind the market.

The analysis revealed a different pattern that is somewhat intriguing. It appears that top level commissioned officer jobs under the Police Service Commission and OAG senior public lawyer jobs under the Judicial Service Commission, have exceeded the market for technical and leadership jobs. Under the Public Service and Teaching Service commissions, S1-S6 and O1-O6 jobs generally have pay rates on par with or below the market.

The analysis also shows that technical and leadership jobs in all the Commissions, with exception of those under the Judicial Service Commission, are being paid below the market. Interestingly, technical and leadership jobs under the Judicial Service Commission, specifically OAG senior lawyers, have pay significantly higher than the market average relative to high level jobs in other commissions.

Overall, while the pay rates for technical and leadership jobs in the Public Service and Judicial Service commissions approach those of the market, the pay rates for comparable jobs in Teaching Service and Police Service commissions are obviously lagging the market. It seems that the Judicial Service Commission believed that pay rates for their technical jobs (OAG senior public lawyers) were lagging far behind the market, so they quickly raised pay rates. Consequently, technical and leadership jobs under the Judicial Services Commission (OAG Senior Public Lawyers) and the Police Services Commission rose above the market while job in other commissions remained below the market.

While the pay of low-level and mid-level jobs tend to follow the market, the opposite situation is observed for high-level jobs. These inconsistencies suggest that employing bodies are not applying GRT determination principles of consistency and uniformity.

2.3 Review of 2018 Determinations

In preparation for 2024 new GRT Determination, the GRT Office conducted a compliance review of the implementation of the 2018 Determination within those employing bodies affected by that determination. The objective of the review was to determine whether the employing bodies complied consistently with 2018 determinations and associated implementation rules and guidelines. The review identified several institutional challenges and related anomalies, in addition to issues highlighted in the problem statement earlier. The review did not provide findings specific to some agencies or positions of the Public Sector, especially members of Parliament and political posts. However, it is worth presenting the general findings in this Public Sector report that are relevant to other agencies under Public Sector.

There are general observations made regarding inconsistencies, and the pace and basis upon which the employing bodies implemented the 2018 Determination. Some employing bodies promoted employees faster and with significantly higher pay increment than did others. In contrast, under some employing bodies, employee increments are not applied consistently and regularly. In general, employing bodies failed to comply with the prescribed determination guidelines and rules which constitute a legally binding document. There are indications that employing bodies fall short of the standard practice of appointing people to jobs with right level of qualifications and experiences.

There are inconsistencies within and between employing bodies. For example, contrary to other commissions where people are paid based on overall job responsibilities, the Teaching Service Commission differentiates pay based mainly on education qualification. For instance, a person who possesses a bachelor degree in primary teaching is paid higher than someone with a diploma of teaching who teaches in primary schools. Also, it was found that under the Judicial Services Commission, judges were wrongly assigned to the same annual pay band as OAG senior public lawyers, whereas ideally, they should be placed within higher band, reflecting a clear career path in the legal sector.

In relation to the implementation methodology used, the report noted weighting differences in criteria for pay determination between the Teaching Service Commission and Public Service Commission. For example, *“The TSC Determinations has specified and allotted unequivocally the positions of teachers with remunerations criteria such as qualifications, teaching or industry experiences, number of students enrolled, etc. In contrast, PSC Determinations presumably does not prescribe positions and remunerations criteria, but diverts such notion to be integrated within the contents of positions job descriptions. This presumption effectively affirms PSC’s general perspective to consider that qualifications are merely inferior to experience.”*

Noting the weaknesses of the past Determinations, the report also stressed, *“It is extremely vital that PSC and GRT should continue to jointly liaise and collaborate in addressing employments issues such as prolonged implementations of GRT anomalies, approved structures, increments, alignments, regrading, etc, effectively and efficiently subject to PMS.”* By implication, GRT should also collaborate with other employing bodies and ensure there is consistency and uniformity in practice across all of them. This collaboration should also extend to the public sector employing bodies.

The interactive process of validation of Job Classification Standards also exposed several issues which may be attributed to a lack of proper system of checks or because of malpractices embedded in the systems. Table 1 presents a summary of the key issues observed that need serious consideration by all employing bodies.

Table 1: Key Issues Exposed at Consultations

Components	Issues
Organization Structure	Not properly designed, superfluous positions created, misalignment between function and position, discrepancies in hierarchy of positions labelling, lack of standardization.
Job Descriptions	Outdated or irrelevant JDs, vague job specifications, ambiguous job purpose statement, inappropriate job position labelling, weak standardization.
Salary Grades	Presence of overpaid and underpaid positions, poor job evaluation, improper pay grades granted to certain positions, positions are perceived to be unfairly paid same grade regardless of whether it is a business support, operation, technical, or leadership job.
Performance Management System	Tendency to pay people high salary without proper performance appraisal; Some people move up faster in the salary structure than others; performance appraisal is susceptible to bias judgement; some people not receive salary increment for relatively long time.
Qualifications and Experience	Many outliers: some people are paid far higher or lower than they should, contrary to their current qualifications and experience, and contrary to their nature of work relative to other jobs;
Market relativity	Some positions are paid at the market rate while others lag behind or exceed the market for certain career pathways;

If left unaddressed, these issues can adversely impact organizations effectiveness, HRM functions, employee outcomes, and will eventually weaken the effectiveness of current and future GRT Determinations. These issues can also undermine overall government performance and undue spending. Determination history records show that errors in determination implementation have been costly to Government.

The M&E Report included recommendations for improvement which suggested the need for mutual understanding of the legal framework, greater collaboration between GRT and all the employing bodies. But, most importantly, the findings and recommendations attested of the need for GRT to adopt a new methodology for its 2024 determination. In other words, a robust methodology was needed to prevent anomalies, address inconsistencies, misalignment, and establish clear rules and standards for effective implementation.

2.4 Economic environment

The 2024 New GRT Determinations act as a buffer against domestic economic challenges arising from shifts in global politics and economic trends. The IMF projects a decline in global growth from 3.5 percent in 2022 to 3.0 percent in 2023 and 2.9 percent in 2024, largely due to slowdowns in advanced economies¹. Despite weaknesses in the manufacturing sector, the services industry remains robust, helping to mitigate these downturns. Additionally, headline inflation is expected to steadily decrease from 8.7 percent in 2022 to 6.9 percent in 2023 and 5.8 percent in 2024.

In Vanuatu, the first Macroeconomic Committee approved in 2023, forecast a downward revision of 1.7 percentage points in real economic growth compared to the fourth quarter of 2022 resulting in a growth of 3.6 percent. However, a robust recovery is anticipated in 2024, with Real GDP

1 Reserve Bank of Vanuatu Quarterly Economic Review September 2023

projected to surge impressively by 4.8 percent, driven by strong performance in the industry sector and sustained government support for Agriculture, Forestry, and Fisheries. Over the medium term (2025-2027), Real GDP is expected to maintain an average annual growth of 3.0 percent, despite ongoing global economic challenges, such as the emergence of new COVID-19 variants.

While economic projections seem encouraging, the Consumer Price Index indicates that inflation will continue to challenge consumer purchasing power for the foreseeable future. According to the Vanuatu Bureau of Statistics, the CPI increased by 5.3% in the first quarter of 2024. In relative terms, the CPI has risen by 33.2% since 2018, the year when the last determination was implemented. Figure 2 illustrates the CPI annual movement.

Thus, if someone's pay stays the same as the prices of goods and services increase, they have less purchasing power because they are getting paid less relative to the cost of living. This is the situation that prompted 2024 new determinations as a cost-of-living adjustment or COLA policy decision by the national Government. Fundamentally, the pay raises meaningfully put into effect public service pay philosophy.

Figure 2 – CPI Annual Movement



2.5 Pay Philosophy

The philosophy underpinning this Determination is to promote and motivate the public sector staff with equitable and competitive compensation that adequately shows the value placed in public employees and appreciation for the work they perform in terms of service delivery. Government's intention is to always offer payment standards that reflect organizational values, considering market trends and standards comparison. GRT also consider hiring, retention, budget, and respect to the rules under applicable legal framework. Thus, by applying COLA Government hopes to achieve increased employee loyalty, better morale, and greater productivity. Employee loyalty is necessary to curb potential labour shortages that may arise from overseas migration of skilled and unskilled labour. By offering pay raise, the Employing Bodies hope to attract and retain the best possible employees to public sector and communicate Government's appreciation to those working for the public. Government, through GRT, pledges to keep compensation non-discriminatory and to always offer public employees as comprehensive a salary as Government's financial ability can allow.

3 GRT OBJECTIVES AND STRATEGY

After considering the findings of the 2023 Market Survey, the compliance report on the implementation of the GRT's 2018 Determination, and the economic context, it was clear to the GRT that the existing pay structure was not working to attract, motivate or reflect the full potential of employees, or to retain them.

It was also clear that to design a better pay structure, address the shortcomings in existing methodologies and practices used to implement GRT determinations, and avoid the persistent issues such as those identified in the review of the implementation of the 2018 determinations, new methods were needed for evaluating jobs, classifying them, and positioning them within a framework that facilitates career progression and underpins a logical pay structure.

GRT's objectives were therefore:

- To review determinations and apply cost-of-living adjustments by establishing a new internationally-recognized determination process that is reliable, consistent, and replicable
- To standardize job sizing methods by establishing new Job Classification Standards with clear career pathways as a framework for new pay structure
- To reset and establish new market-based pay structure that would meet the needs and context of all the employing bodies
- To arrive at a fair, equitable, and affordable Determinations for all jobs, job categories, and job levels in government

To achieve its objectives, the GRT:

- Evaluated and classified all jobs using new methodology
- Consulted with employing bodies and relevant staff on job placement into career pathways
- Positioned all jobs within a new job class/career pathway framework which is linked to a new pay structure
- Developed a new pay structure based on market-based structure
- Translated existing pay structure to the new pay structure
- Proposed pay increases taking account internal and market relativities, the economic context, pay philosophy, affordability, and sustainability
- Consulted with Ministry of Finance on the proposed new pay structure and pay increases
- Developed rules and standards for implementing determinations
- Made a 2024 Determination

Critical to the success of this strategy has been the decision to engage with Strategic Pay, a New Zealand company with extensive experience working with governments of Pacific Island countries and to actively consult with the employing bodies. With Strategic Pay's methodologies, tools, training, advice, and support, and inputs from the employing bodies, the GRT has been able to design a government pay structure that is more valid, reliable, equitable and robust than previous structures have been. All these works were carried out and customized to arrive at the new salary determinations for each employing body and the Public Sector agencies.

4 EVALUATION AND CLASSIFICATION OF JOBS

Job evaluation is the systematic process of establishing the relative sizes of jobs by comparing jobs or job content on the basis of common criteria. Effective job evaluation is:

- A comparative process
- A structured and analytical process, applied to data collected for the purpose
- A systematic approach to assessing the relative worth of each job through the application of judgement
- Job-centred, not person-centred

The GRT Office has evaluated all Government jobs using the Strategic Pay's SP10 evaluation methodology, job classification standards, and JobWise job mapping framework. These tools were tailored to the Vanuatu context and carefully calibrated for compatibility with existing systems and approaches. How to use the tools is captured in a manual. The SP10 methodology uses a '10 point-factor' approach (see Table 2) drawing on a framework of job classification standards, descriptors of factors, against which each job is evaluated to gauge the relative size of jobs on the basis of common criteria. The methodologies focus on jobs not the people doing the jobs.

Table 2: 10 Factors

Factors	Description
1. Education	The minimum level of education required to perform the functions of the position competently. This combines formal as well as informal levels of training and education.
2. Experience	The level of experience typically required to perform the role competently. This experience is in addition to formal education, and assesses both the nature and breadth of general, technical and managerial experience.
3. Complexity	The level of predictability in the role and the innovative or conceptual thinking required to respond to external influences impacting on the organization and the position.
4. Scope	The breadth or scope of the position (i.e., the level of influence in the organization). This factor assesses the level of management, working relationships and influence the position is required to exercise in the organization.
5. Problem Solving	The nature and complexity of problem solving expected of the jobholder. This includes the judgement exercised, availability of rules and guidelines to assist in problem solving, the degree of analysis and research required, and the originality, ingenuity and initiative required to arrive at a solution.
6. Freedom to Act	The extent of supervision, direction or guidance imposed on the jobholder and the freedom the jobholder has to take action.

7. Impact / Results of Decisions	The impact of the discretionary judgement a jobholder has when making competent decisions within their control. The evaluator must consider the direct impact of a typical, repeatable (and competent) decision that would be made without reference to a supervisor. This factor measures the discretionary or marginal impact the jobholder's decisions have and not the consequence of error.
8. Interpersonal Skills	The level of interpersonal skills required for dealing with employees within the organization, as well as external clients or customers and / or the public in general.
9. Authorities	The formal authority levels exercised in the position, including financial, staffing and contractual authorities. This includes routine and capital expenditure, the authority to employ and dismiss staff, and also the authority to enter into contracts on behalf of the organization.
10. People Management	The responsibility for the supervision and management of staff within the organization, including project team management and indirect supervision.

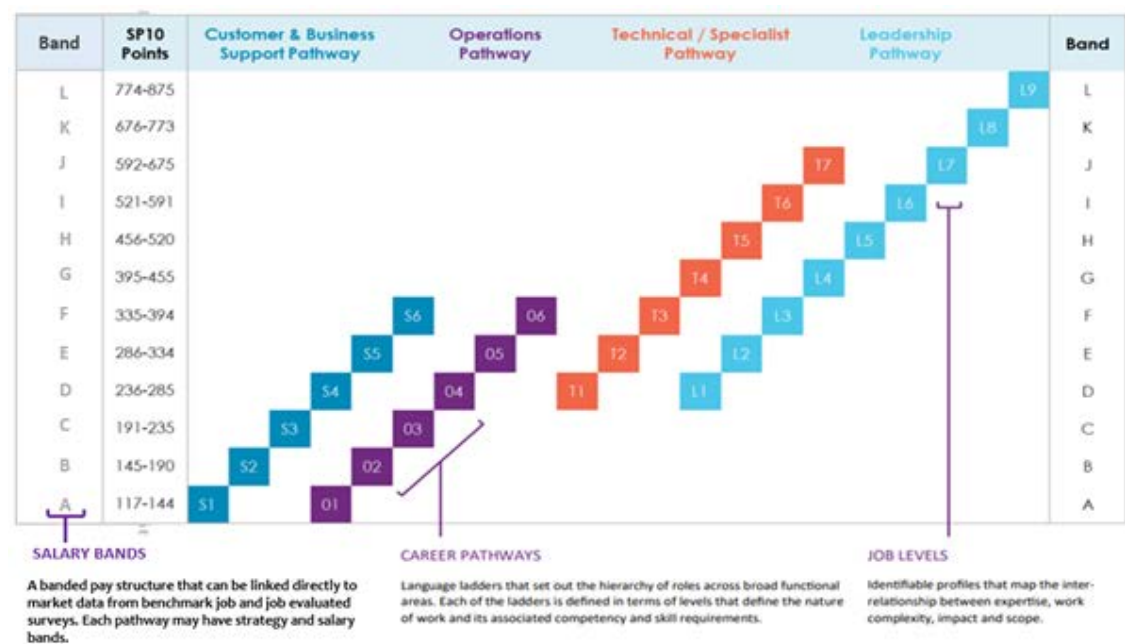
On the basis of job classification, the JobWise® job mapping framework methodology assigns jobs firstly to generic career pathways, and then to job levels that best match job content and skill requirements. The outcome is a career pathway and level for every job. (Career pathways and job class refer to the same thing and the terms are used interchangeably.)

The JobWise® job mapping methodology streams work into four functional streams:

- Leadership
- Technical
- Operations
- Customer and Business Support

The functional streams are laid out to demonstrate the hierarchy of jobs levels within Career Pathways relative to each other as depicted in Figure 3.

Figure 3 – The JobWise Framework



This framework integrates bands, career pathways, and job levels. Each stream has a number of well-described complementary levels, with examples of roles at each level. The requirements relating to all jobs are presented in Job Classifications Standards Tables (refer to Appendices).

The design of job classification systems is complex undertaking². They must combine flexibility and coherence. Experts assert that a job classification needs to be flexible to fit to the evolving needs of the organization and the competences available on the job market. However, the classification also needs to be coherent and stable over time. This is because it is a tool for the government to manage promotions, training needs, and implement strategic planning. Moreover, it provides employees with transparency and predictability regarding their pay and career, hence is an important component of attractiveness.

An effective job classification system must find the right level of precision and specification in positions and grades. When too precise, it makes it difficult for managers to adapt a job to changing circumstances, such as the introduction of new tasks, technology or working methods. On the other hand, if too broad, it may not give enough room to differentiate pay according to job characteristics, which may affect employer attractiveness. It may also make it harder to manage career paths.

An effective job classification is related to the purpose of use. Hence, the needs of recruiters have to match the job classification system and standards. A one-to-one correspondence between demand and classification has the advantage of precision, transparency, and efficiency in the matching process. However, if the job classification is too narrow, frequent revisions will be needed. This is because a public servant is hired under a particular job classification but expects that the role or the working conditions will evolve as changes in working conditions or the work environment within those boundaries are possible in broader dynamic environment.

2 OECD (2021), The Public Sector Pay System in Israel, OECD Publishing, Paris.

5 PROPOSED NEW PAY STRUCTURE

The pay structure is a survey-based pay structure. Under the survey structure, the data for benchmark jobs were provided in terms of low quartile, median, and upper quartile. This information is applied to the new salary structure grades of minimum, midpoint, and maximum, respectively.

The pay structure for each job class/career pathway and associated levels for all persons appointed by the Public Sector employing agencies is presented in Appendices, together with related JCS. The pay structure provides a uniform framework to consistently determine how employees are paid. As a scale, it is made up of pay grades for different levels of jobs. Except for higher level jobs, for most jobs and job classes/career pathways, each Band has a range spread ranging from Grade 1 (minimum) to Grade 9 (maximum) with a midpoint Grade 5.

The career pathways and levels within pathways in the JobWise framework correspond to the pay bands that underpin the pay structure. The new pay structure commonly applies to all jobs regardless of the employing body, unless stated otherwise by the GRT. This is a change from the previous practice whereby each employing body applied different principles.

It must be noted that the salary structure also designed as a performance-based structure. A performance-based structure implies that an officer appointed to a position has the opportunity to receive a minimum salary and move up each salary grade subject to improvement in job performance. Thus, this salary structure design is adopted to provide that an employee salary is not permanently constant or fixed. The design allows and an employer to grant an employee an upward adjustment where applicable; for example, if the officer shows consistent improvement at the job.

While a performance-based structure gives an advantage for employees, a performance-based structure can be misapplied or abused by an employer. For instance, without applying a reliable Performance Management System and applying the relevant rules of application provided in the Determinations, an employing agency, with legitimate authority they possess, might promote an employee to a higher salary grade subjectively and/or within short period of time. Under the new 2024 Determination rule, an employer may administer an increment if and only if the employee performs his/her job successfully during two years in a row. Experience attests of the fact that some employing bodies, deviate from this rule, by moving staff up faster than others.

Below is a set of design features that the employing bodies should take into consideration when applying the new pay structure. The GRT will establish compliance mechanisms to ensure these features are understood and adhered to in practice.

5.1 Design Features

- Pay structure is based on the job classes/career pathways and levels established under the new methodology
- The job classes/career pathways and levels within each job class/career pathway correspond to pay bands in the Job Classification Standards framework
- Consider all 10 factors when designing and evaluating positions, instead of focusing on education and experience

- iv. Jobs are evaluated on the basis of the job, not the person occupying the job
- v. The pay grid is designed in accordance with the Job Classification Standards framework, used to place all jobs in the appropriate band and grades.
- vi. Jobs that have similar job evaluation scores are grouped under the same band with standard specifications or factor descriptors.
- vii. Job holders may move from jobs in the support or operation career pathways to jobs in the technical or leadership pathways on condition that they upgrade to meet the prescribed JCS factor descriptors.
- viii. The maximum and minimum pay for each job class/career pathway job level reflect the pay ranges in the Vanuatu job market, based on the 2023 market survey
- ix. The grades system is designed in way that allow pay-for-performance policies and application of pay philosophy
- x. Grades are designed with extended range spread in order to allow 'headroom' to reward high performers
- xi. Increments are administered every two (2) years for all job positions; increment applied below the mid-point are administered by the Head of agency while increment applied above the mid-point require Commission's or Board's formal approval, denoting performance excellence.
- xii. Increments are administered only to job holders who consistently demonstrate highest level performance during two (2) consecutive years in the same position.
- xiii. Increments will vary in size using a percentage formula rather than an absolute amount and the rate may vary depending on whether it is applied to grades above or below a midpoint.
- xiv. Reward and monitor staff performance by having a higher incremental growth formula for higher level staff than for lower levels.
- xv. All employing bodies are obliged to apply GRT established Job Classification Standards and associated guidelines when carrying out HRM design practices (e.g., JD reformulation, Training, Performance Appraisal, Recruitment & Selection) and organizational design (restructure).
- xvi. Inappropriate job design or job grading practice and arbitrary decisions relating to appointments of people by employing bodies, contrary to established JCS undermine and bridges GRT principles of pay relativities, internal and external alignments, and criteria of consistency and uniformity.

Nonetheless, it must be noted that while GRT Determinations of Salary Structure, pay increments, and Job Classification Standards apply to the administration staff of Parliament House and other public sector listed agencies (Constitutional and Grant bodies), it might not directly apply to the MPs and cabinet staff stationed in government ministries who are appointed based on political decision and will. This is a limitation of the new methodology although the established job classification standards and the 2023 market survey offered reliable basis for differentiating and comparing jobs and pay. The GRT may learn from and adapt the new system in the future to look into how to generate clear and customized job classification standards for politicians and appointees with factors that directly align and reflect important criteria derived from political setting.

6 2024 DETERMINATION PROCESS

To determine the appropriate pay for each job, several factors were taken into account including:

1. Market relativities (2023 survey analysis)
2. Minimum wage rate
3. Consumer Price Index
4. Affordability and sustainability of potential pay increases
5. Government pay policy

Following consultations with the employing bodies, jobs were linked to pay grades on the pay grid. The final stage, was to apply standard percentage increases, where applicable, to the pay for each job. This process achieves fairness, internal relativity and alignment. Working with the Department of Finance, the Team compared the existing costs for each employing body with the costs if the proposed new rates were applied.

6.1 Pay Adjustments rates and assumptions

The SP10 and related survey findings have provided for a new salary structure according to all four career pathways with an average increase of 8% from one grade to the next. The new salary structure for the bottom level jobs, S1 and O1, was automatically adjusted at 4% increase to follow the market starting salary in accordance with the new minimum wage. The new adjustment parameter is consistent with the Bred Bank 2016 survey findings. This 2016 survey revealed that employers in private sector usually increase salaries of their staff by paying between 2% to 10% range on top of base salary in response to CPI change. Assuming that this private sector range remained applicable against present CPI, GRT ensures the 2024 new GRT Determination decisions keeps the Government policy in sync with the private sector parameter.

However, in most cases, pay adjustments for jobs in this instance were determined considering the status of the current annual pay, position, and career pathway, and relative to other jobs in the organization. For jobs that were reset to new base pay in the new pay structure, it is anticipated that the employing bodies will incrementally raise the pay to higher grade based on good performance. Similarly, the challenge of adjusting pay increases also took into account other factors, the most common of which are endogenous discrepancies and GRT governing principles, including fairness, internal relativities, consistency, acceptability, resource and discipline. Ultimately, market-derived parameters are applied in salary adjustments decisions in order to minimize variance; and also, adjustments are made in such a manner to maintain homogeneity and interdependency between jobs, career pathways, and organizations as a whole.

6.2 Proposed new guidelines/rules for applying the pay structure and implementing GRT determinations

The GRT submits to employing bodies the following recommendations for new rules for applying the pay structure and implementing GRT determinations. These guidelines should be applied in order to maintain consistency and uniformity and also uphold fairness and equity in practice. The GRT will establish compliance mechanisms to monitor implementation of these guidelines and rules.

1. Maintain collaboration with GRT Office by consulting and seeking guidance when designing new jobs (JDs) and Job Specifications, even restructuring.
2. Develop and implement Performance Management System (PMS) and other relevant HRM practices in line with 4 Career Pathways and related Job Classification Standards
3. Always make appointment of people to positions on merit and in accordance with the principle of “Right Person in the Right Position” at all times taking into account the GRT pay framework.
4. Ensure job and organizational designs or job-related reforms are undertaken with expert input from or by competent or technical personnel in order to maintain best practice and integrity of the institutional processes.
5. Consider revision of Job Description and templates to incorporate features that bring JD into alignment with Job Classification Standards and Pay Structure
6. Maintain that incremental pay increases from one pay grade to the next is based on reliable PMS process and objective criteria.
7. Establish a committee of competent individuals to review, adapt, and monitor the implementation of the organization’s structures and Job Descriptions with related templates.
8. Realign organizational change processes, procedure, and adapt existing human resource management practices to the new GRT methodology and technology.

7 TOTAL TOP-UP COST OF 2024 DETERMINATIONS

Constitutional Bodies	Staff	Top-up cost
Citizenship	8	1,494,792
Malvatumauri	10	2,125,968
National Audit Office	18	5,827,536
Ombudsman	20	3,408,392
Parliament	51	8,434,192
State office	7	1,393,662
Office of Public Service Commission	69	14,456,064
TOTAL	183	37,140,606

OSA – Cabinet	Staff	Top-up cost
Constitutional Bodies	77	16,537,456
MALFFB	23	3,695,744
MOCC	19	3,184,064
MOET	24	3,787,160
MFEM	42	4,030,728
MFAET	26	4,505,696
MOH	24	3,787,160
MIPU	13	2,152,696
MOIA	65	10,972,836
MOJCS	24	3,787,160
MOL	23	3,566,472
MOTTNB	23	3,620,864
MOYS	23	3,625,544
PMO	31	5,344,768
TOTAL	437	72,598,348

Grant Bodies	Staff	Top-up cost
VQA (MOET)	23	3,993,497
VARTC (MALFFB)		2,000,000
VAC (MALFFB)		2,484,399
Maritime College (MIPU)		2,402,400
VPPA (MALFFB)	20	1,755,712
Cultural Center (MOIA)		2,000,000
VIPA (MTNB)	13	2,488,801
Vanuatu Tourism Office (MTNB)	33	3,492,000
TOTAL	89	20,616,809

APPENDICES

8 APPENDICES

Appendix 8A: GRT Determination 3 of 2024 – Determination on Salary Structure and Entitlements of positions of Members of Parliament (MPs) and other high positions of leadership in various offices of the State.

Appendix 8B: GRT Determination 4 of 2024 – Determination on Job Classification Standards and Salary Structure for the positions of Clerk, Deputy Clerk, & Assistant Clerk of Parliament.

Appendix 8C: GRT Determination 5 of 2024 – Determination on Job Classification Standards and Salary Structures for positions of persons appointed by the Parliament Management Board.

Appendix 8D: GRT Determination 6 of 2024 – Determination on Job Salary Structure of Political Advisors and Support Staff of various offices of the State.

Appendix 8E: GRT Determination 14 of 2024 – Determination on Entitlements for various positions and the position of President of the Malvatumauri Council of Chiefs.

Appendix 8F: GRT Determination 20 of 2024 – Determination on Entitlements for the positions of President of Provincial Government Council, Council Members, Mayor of the Municipal Council, and Municipal Councilors.

Appendix 8G: GRT Determination 21 of 2024 – Determination on Job Classification Standards and Salary Structure for the positions of a Secretary General and an Assistant Secretary General of a Provincial Council, and of a Town Clerk and a Deputy Town Clerk of a Municipal Council.

Appendix 8I: GRT Determination 32 of 2024 – Determination on the Entitlements for the positions of Members of Parliament (MPs).

Appendix 8A: GRT Determination 3 of 2024 – Determination on Salary Structure and Entitlements of positions of Members of Parliament (MPs) and other high positions of leadership in various offices of the State.

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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
GRT DETERMINATION 3 of 2024 NOTICE No. of 2024 PUBLIC SECTOR		
GRT DETERMINATION ON THE SALARY STRUCTURE AND ENTITLEMENTS FOR POSITIONS OF MEMBERS OF PARLIAMENT (MP) AND OTHER HIGH POSITIONS WITHIN VARIOUS OFFICES OF THE STATE		
This Determination sets out the salary structure, entitlement, and related matters for the positions of elected members of parliament (MPs) and other high positions within various offices of the State. It comprises:		
PART	CONTENT	PAGE
1	GENERAL	2
2	SALARY CLASSIFICATION FOR POSITIONS OF MPs ELECTED TO OR APPOINTED TO OFFICE OF THE STATE	2
3	ENTITLEMENT OF POSITIONS OF MPs ELECTED TO OR APPOINTED TO OFFICES OF THE STATE	2
4	ANNUAL SALARY STRUCTURE AND ADDITIONAL TO THE REPRESENTATION ALLOWANCE FOR POSITIONS OF MEMBERS OF PARLIAMENT (MP), AND VARIOUS LEADERSHIP POSITIONS WITHIN HIGH OFFICES OF THE STATE	4
5	RELATED MATTERS	5

PART 1 – GENERAL

1.1 Authority:

- 1.1.1 This Determination is issued in accordance with section 13(1) of the Government Remuneration Tribunal Act 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 This Determination applies to offices listed on Column 2 of Table 4.1 attached to this Determination.
- 1.2.2 The President of the Republic shall be entitled to the salary and entitlements determined for the Prime Minister.
- 1.2.3 No other office that is occupied by a Member of Parliament should be accorded a salary or an entitlement other than those stated in Table 4.1 attached to this Determination.

1.3 Effective Date:

- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes any earlier decision made on the salary and the entitlements of officers stated on Table 4.1 attached to this Determination; except that those entitlements not stated on this Determination will continue until such time the Tribunal makes a determination on those entitlements.

PART 2 – SALARY CLASSIFICATION FOR POSITIONS OF MPs ELECTED TO OR APPOINTED TO VARIOUS OFFICES OF THE STATE

- 2.1 A member who holds an office specified on Column 2 of Table 4.1 shall be paid the annual salary that is specified for that office on that table.
- 2.2 In administering this Determination, authorities shall, where necessary:
- (a) Apply the salary corresponding to the position stated on Table 4.1 and
- (b) Pay the benefits based on the annual salary of the office holder's period of service.
- 2.3 No member of Parliament shall be paid more than 1 salary at any one time under any of the provisions of Table 4.1 and, if a member holds 2 or more offices, the salary payable to that member is that payable for the office for which the highest salary is payable.

PART 3 – ENTITLEMENTS OF POSITIONS OF MPs ELECTED TO OR APPOINTED TO OFFICES OF THE STATE

3.1 Government House

- 3.1.1 The following officers are entitled to a Government furnished house, with all facilities paid by the Government: (i) the Speaker of Parliament, (ii) the Prime Minister, (iii) the Deputy Prime Minister, (iv) a Government Minister, and (v) the Leader of Opposition.
- 3.1.2 In the event a Government furnished house, as stated on 3.1.1, cannot be made available, the Government shall be responsible for accommodating the Office holder at a house that is of similar standard to a Government furnished house but at a rental fee of not more than Vt. 280,000 per month, inclusive of rent tax.
- 3.1.3 In the case of the Prime Minister, if the rental fee is higher than that stated on 3.1.2 of this Determination, the Director General of the Office of the Prime Minister shall exercise prudent business acumen in housing the Prime Minister.

3.2 Government Vehicle

- 3.2.1 Use of two vehicle: The Prime Minister and the Deputy Prime Minister shall be entitled to the use of two (2) Government purchased vehicle; and these vehicles should be serviced and maintained at Government expense.
- 3.2.2 Use of one vehicle: The Speaker of Parliament, a Government Minister, and the Leader of Opposition are entitled to a Government purchased vehicle. The vehicle should be serviced and maintained at Government expense.

3.3 Leader's Entitlement as stated on the Leader's Entitlement Act

- 3.3.1 A Former Leader allowance shall only be payable if the Leader has been in continuous service for a period of 12 months at the position of President or as Prime Minister and or as President of Malvatumauri Council of Chiefs.
- 3.3.2 Former Leader's allowance: The former Leader's allowance should be 40% of the current salary of the position of President or Prime Minister or President of Malvatumauri council of Chiefs respectively, and upon the death of the former Leader, the authorized surviving spouse should receive 16% of the current salary of the position of Prime Minister.

Position: Former Leaders		Annual Salary		
		Minimum	Midpoint	Maximum
Grade		1	2	3
Former President of the Republic	FHS 1	3,998,400	4,072,000	4,145,600
Former Prime Minister	FPM 1	3,998,400	4,072,000	4,145,600
Former President Malvatumauri Council of Chiefs	FCC 1	3,390,000	3,493,000	3,596,000
Position: Leader's spouse		Annual Salary		
		Minimum	Midpoint	Maximum
Grade		1	2	3
Spouse- President of the Republic	SPR -S 1	1,599,360	1,628,800	1,658,240
Spouse- Prime Minister	SPM -S 1	1,599,360	1,628,800	1,658,240
Spouse -President Council of Chiefs	SCC -S 1	1,356,000	1,398,000	1,439,000

- 3.3.2 Former Leader's payment: The former Leader's payment should be equivalent to three (3) month salary and paid as a lump sum payment to the former Leader.
- 3.3.3 Bereavement payment: The bereavement payment to the authorized surviving spouse of the former Leader should be equivalent to three (3) month salary of the former Leader and settled as a lump sum payment.
- 3.3.4 For the purpose of this section, and in accordance with the Leader's Entitlement Act, a former Leader is referred to as a former President of the Republic or a former Prime Minister of Republic or a former President of the Malvatumauri Council of Chiefs.

3.4 Take home pay entitlements: Effective as from the date of this Determination, the Offices listed on Table 4.1 of this Determination shall not be entitled to any form of take-home pay entitlements. Take home pay entitlements shall no longer include: Family or Spouse allowance, Cost of Living allowance, Entertainment allowance, Fuel allowance, and Telephone allowance.

Appendix 8B: GRT Determination 4 of 2024 – Determination on Job Classification Standards and Salary Structure for the positions of Clerk, Deputy Clerk, & Assistant Clerk of Parliament.

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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
GRT DETERMINATION 4 of 2024 NOTICE No. OF 2024 PUBLIC SECTOR		
GRT DETERMINATION ON THE CLASSIFICATION STANDARDS AND SALARY STRUCTURE FOR POSITIONS OF THE CLERK, DEPUTY CLERK, & ASSISTANT CLERK OF PARLIAMENT.		
This Determination sets out the Job Classification Standards and Salary Structure for positions of Clerk of Parliament, Deputy Clerk of Parliament or Assistant Clerk of Parliament. It comprises		
PART	CONTENT	PAGE
1	GENERAL	2
2	CLASSIFICATION STANDARDS AND SALARY STRUCTURE	3
3	RELATED MATTERS	3
4	TABLE A1 – CLASSIFICATION STANDARDS FOR POSITIONS OF CLERKS	4
5	TABLE A2 – SALARY STRUCTURE FOR POSITIONS OF CLERKS	6

- 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 body in the administration of this Determination.
- 1.2 Application:**
- 1.2.1 The Determination applies to the person appointed as the Clerk of Parliament under section 15 of the Parliament (Administration) Act and the Assistant Clerk of Parliament appointed under section 16 of the Parliament (Administration) Act.
- 1.2.2 The Determination applies to the positions and assigned to Leadership career pathway Level L6 – Level L8 (Band I – Band K) of SP10 Jobwise Framework.
- 1.3 Effective date:**
- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes and revokes any determination or decision relating to any form of salary payable to the Clerk of Parliament, or the Assistant Clerks of Parliament appointed by the Parliament Management Board.

- PART 2. CLASSIFICATION STANDARDS AND SALARY STRUCTURE**
- 2.1 Job Classification standards:** The classification standard for the Clerk, the Deputy Clerk, and the Assistant Clerk is set out on Table A1 to this Determination.
- 2.2 Salary Structure:** The salary structure for the position of the Clerk of Parliament, the Deputy Clerk and the Assistant 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 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 Position, 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 Maximum Salary**
- 3.3.1 The maximum for the Clerk of Parliament is Grade PC 3.4 – VT 6,933,000.
- 3.3.2 The maximum for a Deputy Clerk of Parliament is Grade PC 2.3 – VT 5,905,000.
- 3.3.3 The maximum for the Assistant Clerk of Parliament is Grade PC 1.4 – VT 4,683,000.
- 3.4 Take home pay entitlements:**
- 3.4.1 The employing body may pay the allowances depicted in Table 3.1 to the positions of Clerk and Deputy Clerk, but not more than the set ceiling or maximum amount.

Table 3.1 – Allowances	
Types of Allowances	Maximum (Ceiling)/ Monthly (VT)
Housing	80,000
Child	20,000
Telephone	8,000

3.4.2 Fuel Allowance

Where applicable, the Parliament Management Board may pay the employee a monthly fuel allowance of not more than 30,000vt per month.

3.4.3 Accommodation

The employee is entitled to a reasonably furnished Government house. If a government house is not available, the employer shall be responsible to accommodate the Employee at a house that is similar standard to a Government furnished house but at rental fee of not more than 80,000vt per month, inclusive of rent tax.

3.4.4 Child Allowance

The Commission shall pay child allowance according to policies as provided in the Staff Manual, for children under 18 years of age.

3.4.5 Telephone Allowance

The Parliament Management Board may pay a telephone allowance to the employee of not more than 8,000vt a month.

3.4.6 Establishment Allowance

In the case where a government house is provided, the employee is entitled to a one-off establishment allowance not more than twenty-five thousand vatu (25,000vt.), payable on commencement of the employment contract, for purpose of assisting the employee with the immediate costs of installation and rental of a telephone line and telephone at his or her residence.

3.5. Allowances for the position of Assistant Clerk of Parliament

3.5.1 Type of Allowances

The Parliament Management Board may administer the allowances listed below to the position of Assistant Clerk of Parliament:

- (i) Child or Family allowance
- (ii) Housing allowance

3.5.2 Maximum Allowances

The allowances specified in 3.2.1 shall not be paid above the maximum amounts as specified below:

Types of Allowance	Maximum (Monthly)
Child allowance	20,000
Housing allowance	30,000

3.5.3 Child Allowance

The employing body shall pay a child allowance per child according to child support policies. For more than three (3) children, the monthly total amount must be paid promotionally per child, but not be more than the maximum amount specified under paragraph 3.5.2.

3.5.4 Other Allowances

Subject to formal approval by the Tribunal, the employing body may administer other types of allowances deemed payable to the position of Assistant Clerk.

Signed this 17th day of December, 2024.

Saby Natonga
Chairman

Rosemary Leona
Member

Nigel Malosu
Member

Determination 4 of 2024 / Clerk of Parliament - Public Sector

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GRT Determination 4 of 2024: Table A1 - Classification Standards for the Clerk of Parliament, Deputy Clerk of Parliament, & the Assistant Clerk of Parliament employed by the Parliament Management Board.

1. Table A1 – Classification Standards for Clerks.

Table K. L8		The Job Classification Standard Table for the position of clerk appointed by the Parliament Management Board as assigned to Band K and the Leadership pathway Level L8.			
Band	Grade & Score	Jobwise Pathway descriptor	Leadership Career Pathway Level L8 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Example Job
K	L8 676-773	Function Manager: Leadership of a single function or aspect of a large function where the impact on overall organization end results is significant. Typically managing managers or team leaders with staff in technical/ specialist roles requiring high levels of expertise.	Education	J. TERTIARY / PROFESSIONAL Requires applied knowledge and understanding of the theoretical knowledge base in a specialized field or equivalent level of management. One or more academic degrees in a specific discipline is essential to perform complex assignments and formulate appropriate responses to resolve both concrete and abstract problems requiring analytical, specialist technical and creative input. -VQF 8-10	• Clerk of Parliament
			Experience	J. DIVERSE EXPERIENCE The job requires experience in managing and administering a major function or a small / medium organization, or a major department / brand of a large organization.	
			Complexity	D. INVOLVED While the end results are generally defined, the means of achieving them are unspecified. Continuous balancing o conflicting demands from diverse sources is required and a high level of unpredictability and variability is encountered.	
			scope	E. CORPORATE Functional responsibility at a corporate level, involving central coordination of a specialist or staff function and requiring the integration or coordination of activities and influence over relevant policy and procedures in all operating areas of a large organization.	
			Problem solving	E. COMPLEX Problems contain unusual and unexpected elements which have not been previously encountered. Extensive research ay be required, possibly extending up to 9-12months. Corporate policies and in-house expertise will not provide a complete answer to the problem.	
			Freedom to act	E. GUIDANCE The jobholder is expected to work with a large degree of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially, and progress is reviewed intermittently and informally	
			Impact of Decisions	D. IMPACT Direct impact of a single discretionary decision causes major impact, which can be expressed in vatu terms of	

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				tens of thousands of vatu.(managers of larger teams and more resources)	
			Interpersonal skills	E RESOLVE/SHAPE Extensive contact at a senior level requiring high level of communication skills (e.g. mediating, advocating, counselling, negotiating) on sensitive, difficult, and complex issues; and / or the skills required for leading a very small organization.	
			Authority	D. FINANCIAL AUTHORITY. Approves routine expenditure within budgetary limits and is accountable for an expenditure budget.	
			People Management	D 1 - 2. STAFF RESPONSIBILITY Has full supervisory / managerial responsibility for 30-99 staff. This includes allocation of work, accountability for their outputs, quality etc. and appraisal of their performance. OR Project Coordinator (Managing Project Manager) of projects long than 4 years who have oversight of Project Managers, project teams of over 100 people.	

Table J. L7		The Job Classification Standard Table for the position appointed by the Parliament Management Board as assigned to Band J and the Leadership pathway Level L7.			
Band	Grade & Score	Jobwise Pathway descriptor	Leadership Career Pathway Level L7 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Example Job
J	L7 592-675	Section Leader: 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	Education	I. TERTIARY / SPECIALIST 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	<ul style="list-style-type: none"> Deputy Clerk Assistant Clerk
			Experience	H. SPECIALISED EXPERIENCE 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	
			Complexity	C. DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimize efficiency.	
			scope	D. MANAGERIAL 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.	
			Problem solving	D. VARIED 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 1-3months.	
			Freedom to act	D. GENERAL INSTRUCTIONS 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.	

			Impact of Decisions	C. Impact Direct impact of a single discretionary decision causes significant impact, which can be expressed in vatu terms of thousands of vatu.	
			Interpersonal skills	D. INFLUENCE / PERSUADE Considerable contact influencing staff either in a management role requiring sound communication skills or in roles requiring well-developed advisory / consultative / facilitation skills.	
			Authority	B. Financial Authority. Authorises minor expenditure from another person's budget.	
			People Management	C. 1 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 J. L7		The Job Classification Standard Table for the position of clerk appointed by the Parliament Management Board as assigned to Band K and the 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)		Example Job
I	L6 521-591	Team Manager: 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.	Education	I. TERTIARY / SPECIALIST 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	<ul style="list-style-type: none"> Assistant Clerk of Parliament
			Experience	H. SPECIALISED EXPERIENCE 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	
			Complexity	B. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	
			scope	D. MANAGERIAL 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.	
			Problem solving	C. ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	
			Freedom to act	C. PROCEDURES 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.	
			Impact of Decisions	B. 1 IMPACT Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu	
			Interpersonal skills	C. ADVISE / SUPERVISE Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	

			Authority	B. Financial Authority. Authorises minor expenditure from another person's budget.	
			People Management	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	



GRT Determination 4 of 2024: Table A2 – Salary Structure for the Clerk of Parliament, the Deputy Clerk of Parliament, & the Assistant Clerk of Parliament employed by the Parliament Management Board.

1. Table A2 – Salary Structure for positions of Clerks

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL				
PARLIAMENT MANAGEMENT BOARD – PERFORMANCE-BASED SCALE.				
PARLIAMENTARY CLERKS				
Band	Level	Grade	Salary	Range
K Clerk	PC 3	PC L 8.4	6,933,000	Maximum
	L8	PC L 8.3	6,676,000	
		PC L 8.2	6,419,000	
		PC L 8.1	6,162,000	Minimum
J Deputy Clerk	PC 2	PC L 7.3	5,905,000	Maximum
	L7	PC L 7.2	5,648,000	
		PC L 7.1	5,390,000	Minimum
I & J Assistant Clerk	PC 1	PC L 6.4	4,683,000	Maximum
	L6	PC L 6.3	4,459,000	
		PC L 6.2	4,235,000	
		PC L 6.1	4,179,000	Minimum

2. A Deputy Clerk when appointed acting Clerk of Parliament should be paid the salary of the Clerk of Parliament.
3. An Assistant Clerk when appointed acting Deputy Clerk of Parliament should be paid the salary of Deputy Clerk of Parliament.
4. An Assistant Clerk when appointed acting Clerk of Parliament should be paid the salary of Clerk of Parliament.

Signed this 17th day of December, 2024.

Saby Natonga
Chairman

REPUBLIC OF VANUATU

REPUBLIC DE VANUATU

BUREAU DE CONSEIL DE REVISION DES TRAITEMENTS

Rosemary Leona
Member

Nigel T. Malosu
Member

Effective as of 1 December 2024

GOVERNMENT OF THE
REPUPLIC OF VANUATU
OFFICE OF THE GOVERNMENT
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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
GRT DETERMINATION 5 of 2024 NOTICE No. OF 2024 PARLIAMENT MANAGEMENT BOARD		
GRT DETERMINATION ON JOB CLASSIFICATION STANDARDS AND SALARY STRUCTURES FOR THE POSITIONS OF PERSONS APPOINTED BY THE PARLIAMENT MANAGEMENT BOARD		
This Determination sets out the Job Classification standards and the Salary Structures for persons appointed to positions by the Parliament Management Board. It comprises		
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3	RELATED MATTERS	2
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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 employing body in the administration of this Determination.

1.2 Application:

- 1.2.1 The Determination applies to those persons employed by or appointed to positions by the Parliament Management Board under section 17 of the Parliament (Administration) Act No. 18 of 2005.
- 1.2.2 This Determination does not apply to the Clerk of Parliament, Deputy Clerk of Parliament or the Assistant Clerk of Parliament whose appointment is made under sections 15 and 16 of the Parliament (Administration) Act.
- 1.2.3 This Determination applies to positions assigned to Technical career pathway (Level T1 – T3, Band D - F); Operations career pathway (Level O1-O6, Band A - F), and Customer and Business Support (Level L1 – L6, Band A – F) of SP10 Jobwise[®] Framework.

1.3 Effective Date:

- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes any determination or decision made on the salary of employees appointed by the Parliament Management Board under section 17 of the Parliament (Administration) Act.

PART 2 CLASSIFICATION STANDARDS AND SALARY STRUCTURE

- 2.1 **Job Classification Standards:** The Job Classification Standard for the officers stated on 1.2.1 of this Determination is as set out on Tables A1 to this Determination.
- 2.2 **Salary Structure:** The Salary Structure for the officers stated on 1.2.1 of this Determination is as set out on Tables 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 of the Officer stated on 1.2.1 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 the position, 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 minimum level of salary for an undergraduate whose qualification is equivalent to Vanuatu Qualification Framework Level 7 shall be Grade Po S 5.1 – Vt. 1,989,000. The Graduate Officer may remain in the salary for two (2) years but not more than four (4) years.

- 3.2 **Adjustment to Salary:** 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.

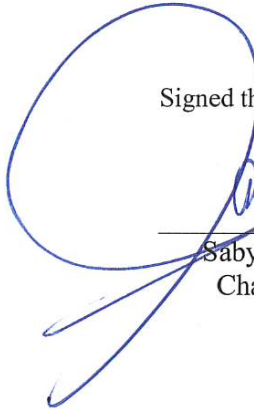
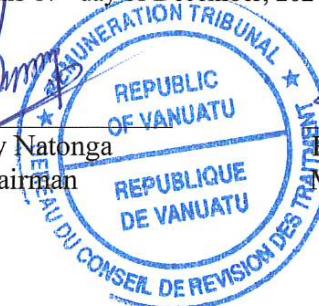
3.4 Take home pay entitlements:


- 3.4.1 A person appointed to positions by the Parliament Management Board will be entitled to allowance stated under GRT Determination 33 of 2024. Any allowances made above this shall be a breach of the Determination.
- 3.4.2 Effective as from the date of this Determination, a person employed by or appointed to a position by the Parliament Management Board will not be entitled to any form of take-home pay entitlements. Take home pay entitlements will no longer include: Spouse allowance; Cost of Living allowance; Entertainment allowance; Fuel allowance; and Telephone allowance.

3.5 Acting

3.5.1 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.

Signed this 17th day of December, 2024.

  Baby Natonga
Chairman

 Rosemary Leona
Member

 Nigel Malosu
Member

Effective as of date of détermination.

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PART 4 - JOB CLASSIFICATION STANDARDS TABLES AND SALARY
STRUCTURES TABLES FOR POSITIONS OF OFFICERS APPOINTED BY
PARLIAMENT MANAGEMENT BOARD

4.1 Technical Career pathway positions (Job Classification Standards Table)

[GRT Determination 5 of 2024: The Job Classification Standard Tables of positions for persons employed by or appointed to Technical career pathway by the Parliament Management Board.]

Table F. T3		The Job Classification Standards Table for the positions of Parliament Staff as assigned to Band F and the Technical Level T3.			
Band	Grade & Score	Jobwise Pathway Descriptor	Technical Career Pathway Level T3 Factor Descriptors (Technical pathway jobs requires highly specialised skills and qualifications, that is job specific)		Typical T3 Positions
F	T3 335-394	First level specialist: First level of Technicians specialisation. Problems of moderate scope and complexity requiring analytical and creative input, initiative and judgement. Jobs at this level assess, investigate, analyse and interpret information.	Education	I. TERTIARY / SPECIALIST 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. Requires a command of specialised technical or scholastic skills to analyse, evaluate and interpret. -VQF LEVEL 7	Senior Audit Officer Economist Senior VAT Auditor Expenditure Analyst Macroeconomist Principal Language Officer Apps Developer Aerodromes (AGA) Manager Division Engineer Senior Accountant Financial Reporting Capacity Development Coordinator Senior FSB Officer Principal Engineer Principal Legal Officer IT Manager Tax Revenue Analyst
			Experience	G ADVANCED The job requires experience of a broad nature, above that of a skilled operator / technician. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (5 – 8 years' relevant experience)	
			Complexity	B. PRACTICAL The application of Practical skills or acquired knowledge to undertake well-defined activity, but with the need for individual judgement.	
			Scope	B. RELATED Supervision of others required and / or coordination of resources and process (human / physical / financial), or some degree of influence within the unit.	
			Problem Solving	C. ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	
			Freedom to Act	B. INSTRUCTIONS Detailed instructions are given on a range of tasks, but the jobholder has some freedom to determine the order of tasks to be commenced. Work is closely monitored and checked regularly.	

			Impact of Decisions	A. IMPACT Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (the cost of the individual's own time)	Systems Administrator Navaid Technician
			Interpersonal Skills	B. RELATE (HIGH) Discusses work with employee and communicates information to other people	Senior Government Business Analyst
			Authority	A0. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	Principal Scientific Officer (Seismology)
			People Management	A 1. 0. Controls no staff. At middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility, or with some involvement in training / guiding or project management.	Airworthiness (AIR) Manager Senior Policy Analyst Civil Engineer PEO Administration & Asset Management Officer

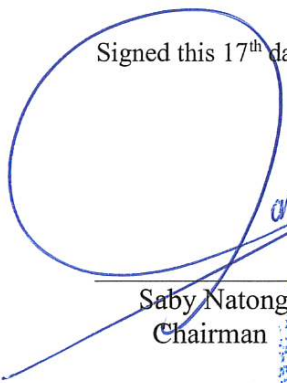
Table E. T2		The Job Classification Standards Table for the positions of Parliament Staff as assigned to Band E and the Technical Level T2.			
Band	Grade & Score	Jobwise Pathway Descriptor	Technical Career Pathway Level T2 Factor Descriptors (Technical pathway jobs requires highly specialised skills and qualifications, that is job specific)		Typical T2 Positions
E	T2 286-334	Technical / Entry level Specialist: Jobs at this level are accountable for results of and processes within portions of work or projects or for providing specialised technical service in their own right. Varied problems requiring judgement and interpretation and perhaps analysis.	Education	I. TERTIARY / SPECIALIST 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. Requires a command of specialised technical or scholastic skills to analyse, evaluate and interpret a wide range of information and resolve both concrete and sometimes abstract problems and issues. -VQF LEVEL 7	Senior Statistician Industry Data Officer Planner Statistician Senior System Analyst Pilot Boat Bosun Industry Development Officer Coconut Specialist
			Experience	F. SKILLED The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. acquiring the job skills. (2 -- 5 years' relevant experience)	Development Planning Officer
			Complexity	B. PRACTICAL The application of Practical skills or acquired knowledge to undertake well-defined activity, but with the need for individual judgement.	Trade Promotion and Product Development Officer
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	Principal Scientific Officer (Rural Electrification) Principal Fisheries Biologist
			Problem Solving	C. ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	Division Engineer Principal Risk Assessment Officer
			Freedom to Act	B. INSTRUCTIONS Detailed instructions are given on a range of tasks, but the jobholder has some freedom to determine the order of tasks to be commenced. Work is closely monitored and checked regularly.	Financial Accountant Remuneration Analyst

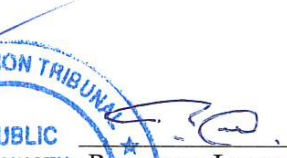
			Impact of Decisions	A. IMPACT Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (the cost of the individual's own time)	Senior Auditor Site Inspector ICT Manager
			Interpersonal Skills	B. RELATE (HIGH) Discusses work with employee and communicates information to other people.	Plant Health Officer Pathology
			Authority	A0. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	Principal Accreditation Officer
			People Management	A 1. 0. Controls no staff. At middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility, or with some involvement in training / guiding or project management.	Senior Language Officer (Interpreter) Senior Information System Officer FSB Officer- Province

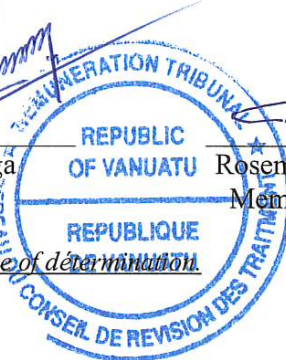
Table D. T1		The Job Classification Standards Table for the positions of Parliament Staff as assigned to Band D and the Technical Level T1.			
Band	Grade & Score	Jobwise Pathway Descriptor	Technical Career Pathway Level T1 Factor Descriptors (Technical pathway jobs requires highly specialised skills and qualifications, that is job specific)		Typical T1 Positions
D	T1 236-285	Technical Support: Entry level technician or technical support roles with accountability for results of and processes within portions of work or projects. Varied problems requiring judgement and interpretation within recognised patterns,	Education	H. TERTIARY/ DIPLOMA Requires 4 – 5 years' secondary schooling and a further full-time course of study for 2 – 3 years in a technical or specialised field; or significant and regular part-time courses of study extending over 5 or more years. Requires a wide range of specialised technical or scholastic skills to determine solutions to workplace issues. -VQF Level 4-6	Language Officer - French
			Experience	E. PROFICIENT The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities, equipment or general activities that take time to acquire. (typically, 1 – 2 years' related experience)	
			Complexity	B. PRACTICAL The application of Practical skills or acquired knowledge to undertake well-defined activity, but with the need for individual judgement.	
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	
			Problem Solving	C. REPETITIVE/ROUTINE Work is simple and repetitive. Problems are minor and are solved by the simple choice of responses or actions already learnt. Some individual judgement is required to interpret rules and instructions.	
			Freedom to Act	C. PROCEDURES 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.	
			Impact of Decisions	A. IMPACT Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (the cost of the individual's own time)	
			Interpersonal Skills	B. RELATE (HIGH) Discusses work with employee and communicates information to other people.	
			Authority	A0. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	

			People Management	A 1. 0. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	
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Signed this 17th day of December, 2024


Saby Natonga
Chairman


Rosemary Leona
Member



Effective as of date of determination


Nigel Malosu
Member

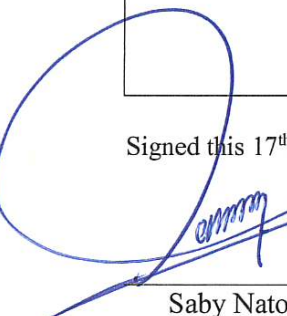



4.1 Technical Career pathway positions (Salary Structure)

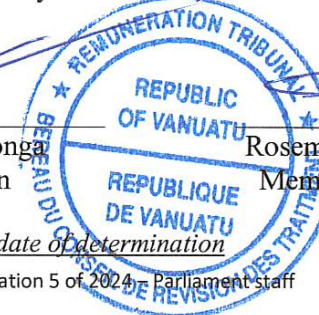
[GRT Determination 5 of 2024: Table - Salary Structure for positions of persons employed by or appointed to Technical career pathway by the Parliament Management Board.]

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL			
PARLIAMENT MANAGEMENT BOARD – PERFORMANCE-BASED SALARY STRUCTURE FOR TECHNICAL CAREER PATHWAY			
PARLIAMENT OFFICERS			
Band	Grade	Annual Salary	Range
F	Po T 3.5	3,102,000	Maximum
	Po T 3.4	2,806,000	
	Po T 3.3	2,707,000	Midpoint
	Po T 3.2	2,609,000	
	Po T 3.1	2,510,000	Minimum
E	Po T 2.9	2,411,000	Maximum
	Po T 2.8	2,312,000	
	Po T 2.7	2,213,000	
	Po T 2.6	2,114,000	
	Po T 2.5	2,015,000	Midpoint
	Po T 2.4	1,917,000	
	Po T 2.3	1,818,000	
	Po T 2.2	1,719,000	
	Po T 2.1	1,620,000	Minimum
D	Po T 1.9	1,521,000	Maximum
	Po T 1.8	1,422,000	
	Po T 1.7	1,324,000	
	Po T 1.6	1,225,000	
	Po T 1.5	1,126,000	Midpoint
	Po T 1.4	1,027,00	
	Po T 1.3	928,000	
	Po T 1.2	829,000	
	Po T 1.1	730,000	Minimum

Signed this 17th day of December, 2024.


Saby Natonga
Chairman


Rosemary Leona
Member



Effective as of date of determination

GRT Determination 5 of 2024 – Parliament staff


Nigel Malosu
Member



4.2 Operations Career pathway positions (Job Classification Standards)

[GRT Determination 5 of 2024: The Job Classification Standard Tables of positions for persons employed by or appointed to Operations career pathway by the Parliament Management Board.]

Table F. O6		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band F and the Operations pathway Level O6			
Band	Grade & Score	Jobwise Pathway Descriptor	Operations Career Pathway O6 Factor Descriptors (Jobs that related mostly to technical roles and trades requiring use of tools, equipment, machine, etc and applications of specialised knowledge and skills to analyse and solve technical problems)		Typical O6 Positions
F	O6 335-394	Technician 2: Specialised Technical roles accountable for complex tasks requiring analytical and creativity input, judgement, element of research. As senior technicians, jobs at this level access, investigate, analyse and interpret information	Education	I. TERTIARY / SPECIALIST 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. Requires a command of specialized technical or scholastic skills to analyse, evaluate and interpret a wide range of information and resolve both concrete and sometimes abstract problems and issues. Specialized knowledge with depth in more than one area. -VQF 6 & 7	Manager -Personnel Licensing Aviation Services Officer Hydrologist Senior Legal Researcher Team Leader Medium Segment Principal Officer Inland Revenue Large Segment Return and Debt Research Officer IP Engineer /Senior System Administrator App Developer Officer/Linux DNS Administrator CIR Investigator Documentary Officer (Air Processing)
			Experience	F. SKILLED The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring the job skills. (2 – 5 years' relevant experience)	
			Complexity	C. DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise efficiency.	
			Scope	B. Related Supervision of others not required but close liaison with others is necessary in coordinating specific activities.	
			Problem Solving	C. Routine/Variied Much of the work is routine but problems require reference to precedents and /or extensive interpretation of detailed instruction.	
			Freedom to Act	C PROCEDURES Work conforms to specific procedures and the results are clearly defined. Work is subject to in progress review and guidance and assistance are readily available.	
			Impact of Decisions	A. Impact Single Division Direct impact of a single discretionary decision course minor impact. Manage own budget.	
			Interpersonal Skills	B-Relate Discuss work with employees and communicates information to others.	
			Authority	A. No authority to commit routine expenditure or capital expenditure, approve loans or extend credit. At the upper level there may be authority to sign external correspondence.	
			People Management	A. Controls no staff. At middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility, or with some involvement in training / guiding or project management.	

Table E. O5		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band E and the Operations pathway Level O5			
Band	Grade & Score	Jobwise Pathway Descriptor	Operations Pathway O5 Factor Descriptors (Jobs that related mostly to technical roles and trades requiring use of tools, equipment, machine, etc and applications of specialised knowledge and skills to analyse and solve technical problems)		Typical O5 Positions
E	O5 286-334	Technician 1: Specialised technical roles at advanced trades or certificate level accountable for moderately complex tasks with some impact on the work unit or wider organisation. Jobs at this level tend to involve more complex problem-solving, requiring judgment, interpretation and perhaps analysis and research	Education	H. TERTIARY / DIPLOMA Requires 4 – 5 years' secondary schooling and a further full-time course of study for 2 – 3 years in a technical or specialised field; or significant and regular part-time courses of study extending over 5 or more years. -VQF 4-6	Custom Boader Officer
			Experience	E. PROFICIENT The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities, equipment or general activities that take time to acquire, extending beyond the short term. (typically, 1 – 2 years' related experience)	Senior Lab Technician
			Complexity	B. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	Database Officer
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	Assistant Meat Inspector
			Problem Solving	C.ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	Investigator
			Freedom to Act	C. PROCEDURES 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.	System Support Officer
			Impact of Decisions	A. Impact Single Division Direct impact of a single discretionary decision course minor impact. Manage own budget.	Road Worthiness Inspector
			Interpersonal Skills	B-Relate Discuss work with employees and communicates information to others.	Security Officers Border
			Authority	A. No authority to commit routine expenditure or capital expenditure, approve loans or extend credit. At the upper level there may be authority to sign external correspondence.	Examining Officer Boarder
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	Foreman Asset Maintenance Officer
				Customs Revenue Officer	
				Geologist	
				Water Quality Officer	
				Chief Mechanic	
				Security Admin Officer	
				Provincial Water Supervisor	
				Environment and Social Officer	
				Customs Auditor Officer	
				Foreman Asset Maintenance Officer	
				Aviation Security Officer	
				Drilling Supervisor	
				Senior Research & Mapping	
				Ship Right and Welder	
				Cargo Examining Officer	
				Survey Technician	

Table D. O4		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band D and the Operations pathway Level O4			
Band	Grade & Score	Jobwise Pathway Descriptor	Operations Career Pathway O4 Factor Descriptors (Jobs that related mostly to technical roles and trades requiring use of tools, equipment, machine, etc and applications of specialised knowledge and skills to analyse and solve technical problems)		Typical O4 Positions
D	O4 236-285	Trades 2: Skilled trades or technical roles with accountability for results of and processes within portions of work or projects. Work under limited supervision performing moderately complex and Varied problems requiring judgement and interpretation.	Education	H. TERTIARY / DIPLOMA Requires 4 – 5 years' secondary schooling and a further full-time course of study for 2 – 3 years in a technical or specialized field; or significant and regular part-time courses of study extending over 5 or more years. Requires a wide range of specialized technical or scholastic skills to determine solutions. -VQF 4-6	Qualified Auto Technician Qualified Operators Youth Development Officer
			Experience	D. SEMI ROUTINE Routine work practices, but experience in dealing with exceptions and special circumstances required. Experience may be related to the specific task or involve wider issues affecting the organization's operations. Able to be mastered relatively quickly, within a year. (6 – 12 months' experience)	Desalination Plant Officer Community Water Development Officer Technical Assistant Border Control Officer
			Complexity	B. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	Provincial Rural Water Supply Officer Mechanic
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	Labourer (PWD) Driller
			Problem Solving	C.ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	Technical Assistant Meat Inspector
			Freedom to Act	C.PROCEDURES 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.	Road Worthiness Casual Assistant Plant Health Officer (Pathology)
			Impact of Decisions	IMPACT A 1. Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (The cost of the individual's own time)	Assistant LO Survey Field Technician
			Interpersonal Skills	B. RELATE Discusses work with employees and communicates information to other people.	Driller
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	Youth Development Officer
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Table C. O3		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band C and the Operations pathway Level O3			
Band	Grade & Score	Jobwise Pathway Descriptor	Operations Career Pathway O3 Factor Descriptors (Jobs that related mostly to technical roles and trades requiring use of tools, equipment, machine, etc and applications of specialised knowledge and skills to analyse and solve technical problems)		Typical O3 Positions
C	O3 191-235	Trades 1: Skilled or semi-skilled roles working more independent on varied range of well-defined tasks requiring a broader understanding of processes, procedures and work routines. May be required to operate machinery requiring proficiency	Education	G. SECONDARY / VOCATIONAL Requires 4 – 5 years' secondary schooling through to achievement of school leaving qualification and / or extended on-the-job training. Requires a range of well-developed skills and some relevant theoretical knowledge to deliver assigned job outcomes with some autonomy, discretion and judgement. -VQF 2-4	Urban Water Technician Seaman Mason/Carpenter Assistant Driller
			Experience	C. ROUTINE Experience Familiarity with standardized work routines which may involve the use of simple equipment and machines. Able to be mastered over several months. (3 – 6 months' experience)	
			Complexity	B. Practical The application of practical skills or acquired knowledge to undertake define activities.	
			Scope	B. Related Supervision of others not required but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	
			Problem Solving	C.ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	
			Freedom to Act	B. Instructions Detailed instruction are given on a range of tasks but the jobholder has some freedom to determine the order of task to be commenced. work is closely monitored and checked.	
			Impact of Decisions	IMPACT A 1. Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatv terms of less than VT 7,000. (The cost of the individual's own time)	
			Interpersonal Skills	B. RELATE Discusses work with employees and communicates information to other people.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Table B. O2		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band B and the Operations pathway Level O2			
Band	Grade & Score	Jobwise Pathway Descriptor	Operations Career Pathway O2 Factor Descriptors (Jobs that related mostly to technical roles and trades requiring use of tools, equipment, machine, etc and applications of specialised knowledge and skills to analyse and solve technical problems)		Typical O2 Positions
B	O2 145-190	Manual Labour 2: Unskilled or semi-skilled roles where accountability is limited to achievement of, straight forward day to day tasks under close supervision in routine situations.	Education	B. ELEMENTARY (PRIMARY) Basic schooling with ability to read and write and understand simple written instructions to carry out set and familiar routines as directed.	Assistant Cook Linesman Survey Cadet Field Officer Farmhand Porter
			Experience	B. SIMPLE TASKS Simple tasks which can be adequately learned within a few weeks. Instruction is normally given verbally but basic written procedures maybe provided.	
			Complexity	B. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	
			Problem Solving	A. ROUTINE Problems are minor. Some individual judgement is required to interpret rules and instructions.	
			Freedom to Act	B. INSTRUCTIONS Detailed instructions are given on a range of tasks, but the jobholder has some freedom to determine the order of tasks to be commenced. Work is closely monitored and checked regularly.	
			Impact of Decisions	A 1. IMPACT. Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatv terms of less than VT 7,000. (The cost of the individual's own time)	
			Interpersonal Skills	A. COURTESY Little contact with other staff other than normal pleasantries and basic courtesy.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Table A. O1		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band A and the Operations pathway Level O1			
Band	Grade & Score	Jobwise Pathway Descriptor	Operations Career Pathway O1 Factor Descriptors (Jobs that related mostly to technical roles and trades requiring use of tools, equipment, machine, etc and applications of specialised knowledge and skills to analyse and solve technical problems)		Typical O1 Positions
A	O1 177-144	Manual Labour 1: Task focused manual roles where the work is limited to clearly defined and straight forward tasks governed by simple rules and clear or detailed instructions	Education	A. BASIC No schooling required, and no clear requirement for reading / writing skills. Limited training in simple manual activities may be required to carry out simple tasks under close direction.	Maintenance Officer
			Experience	A. BASIC Basic tasks requiring no prior experience. Any training can be given on the job in a matter of hours.	Nursery Worker
			Complexity	A. BASIC Simple and routine tasks specifically defined, easily learnt and requiring minimal independent thought or significant decision making by jobholder.	Handyman
			Scope	A. HIGHLY SPECIFIC Performance of specific tasks and activities that do not involve supervision or close liaison with others.	Groundman
			Problem Solving	A. REPETITIVE Work is simple and repetitive. Problems are minor and are solved by the simple choice of responses or actions already learnt.	Agriculture Development Officer
			Freedom to Act	A. CLOSE Work is subject to close supervision. Simple tasks are assigned and all work is checked in detail.	Field Officer
			Impact of Decisions	A. IMPACT Direct impact of a single discretionary decision causes minor impact, which can be expressed in vat terms of less than VT 7,000. (The cost of the individual's own time)	
			Interpersonal Skills	A COURTESY Little contact with other staff other than normal pleasantries and basic courtesy.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Signed this 17th day of December, 2024.

Saby Natonga
Chairman

Rosemary Leona
Member

Nigel Malosu
Member

Effective as of date of determination.

GOVERNMENT OF THE
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4.2 Operations Career pathway positions (Salary Structure)

[GRT Determination 5 of 2024: Table - Salary Structure of positions for persons employed by or appointed to Operations career pathway by the Parliament Management Board.]

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL PARLIAMENT MANAGEMENT BOARD – PERFORMANCE BASED SALARY STRUCTURE FOR OPERATIONS CAREER PATHWAY			
PARLIAMENT OFFICERS			
Band	Grade	Annual Salary	Range
F	Po O 6.9	3,000,000	Maximum
	Po O 6.8	2,914,000	
	Po O 6.7	2,827,000	
	Po O 6.6	2,741,000	
	Po O 6.5	2,654,000	Midpoint
	Po O 6.4	2,568,000	
	Po O 6.3	2,481,000	
	Po O 6.2	2,394,000	
	Po O 6.1	2,308,000	Minimum
E	Po O 5.9	2,221,000	Maximum
	Po O 5.8	2,135,000	
	Po O 5.7	2,048,000	
	Po O 5.6	1,961,000	
	Po O 5.5	1,875,000	Midpoint
	Po O 5.4	1,788,000	
	Po O 5.3	1,702,000	
	Po O 5.2	1,615,000	
	Po O 5.1	1,528,000	Minimum
D	Po O 4.9	1,435,000	Maximum
	Po O 4.8	1,421,000	
	Po O 4.7	1,407,000	
	Po O 4.6	1,393,000	
	Po O 4.5	1,378,000	Midpoint
	Po O 4.4	1,364,000	
	Po O 4.3	1,350,000	
	Po O 4.2	1,336,000	
	Po O 4.1	1,321,000	Minimum
	Po O 3.9	1,307,000	Maximum

Table F. S6		The Job Classification Standards Table for the positions of Parliament Staff as assigned to Band F and the Customer and Business Support pathway Level S6			
Band	Grade & Score	Jobwise Pathway Descriptor	Customer & Business Support Career Pathway Level S6 Factor Descriptors (Jobs that are client facing and most of the tasks relate to varied degree of administrative functions.)		Typical S6 Positions
F	S6 335-394	Senior Specialised Business Support: Accountability for a specialised area of admin or customer support, involving conflicting and diverse activities requiring high level of individual judgement. Problems of moderate scope and complexity requiring analytical and creative input, Initiative and judgement.	Education	J. TERTIARY / PROFESSIONAL Requires applied knowledge and understanding of the theoretical knowledge base in a specialised field or equivalent level of management. One or more academic degrees in a specific discipline is essential to perform complex assignments and formulate appropriate responses to resolve both concrete and abstract problems requiring analytical, specialist technical and creative input. -VQF 8-9	Principal Compliance Officer Finance Manager Human Resource Manager Auditor
			Experience	G. ADVANCED The job requires experience of a broad nature, above that of a skilled operator / technician. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. Thus, it may be necessary to work in harmony with conflicting and diverse activities and usually involves control of resources and people. (5 – 10 years' relevant experience)	Principal Procurement Officer Asset Manager Principal Housing Officer SEO Training and Employment Opportunities
			Complexity	D. INVOLVED While the end results are generally defined, the means of achieving them are unspecified. Continuous balancing of conflicting demands from diverse sources is required and a high level of unpredictability and variability.	Principal Examination & Assessment Officer Principal Finance & Administration Officer
			Scope	C. INFLUENCING / SUPERVISORY Supervision of others required and / or coordination of resources and processes (human /physical / financial), or a high degree of influence across the organization, in order to achieve significant outcomes.	Finance Corporate Manager Principal Trade Officer Principal Scholarship and Development Officer
			Problem Solving	E. COMPLEX Problems contain unusual and unexpected elements which have not been previously encountered. Extensive research may be required, possibly extending up to 9 – 12 months. Corporate policies and in-house expertise will not provide a complete answer to the problem.	Principal Livestock Officer Harbour Master Principal Investigator
			Freedom to Act	E. GUIDANCE The jobholder is expected to work with a large degree of independence within the organisation's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially, and progress is reviewed intermittently and informally.	School Improvement Officer Principal Organization and Development Analyst
			Impact of Decisions	IMPACT B. Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu. (supervise small team or provides advice)	PEO Education Policy and Planning National Coordinator NLC
			Interpersonal Skills	D. INFLUENCE / PERSUADE Considerable contact influencing staff either in a management role requiring sound communication skills or in roles requiring well-developed advisory / consultative / facilitation skills.	PEO Education Services Principal Organizational Development Analyst
			Authority	A. No authority to commit routine expenditure or capital expenditure, approve loans or extend credit. At the upper level there may be authority to sign external correspondence.	Principal Fleet Officer Principal School Improvement Officer
			People Management	A. Controls no staff. At middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility, or with some involvement in training / guiding or project management.	Assistant Legal Officer Principal HRMIS Team Leader Tax Payer Services (Advisory & Education) Principal Aid Programmer

Table E. S5		The Job Classification Standards Table for the positions of Parliament Staff as assigned to Band E and the Customer & Business Support pathway Level S5			
Band	Grade & Score	Jobwise Pathway Descriptor	Customer & Business Support Career Pathway Level S5 Factor Descriptors (Jobs that are client facing and most of the tasks relate to varied degree of administrative functions.)		Typical S5 Positions
E	S5 286-334	Specialised Admin/Customer Focus Jobs at this level tend to be more self-directed. Accountability for a specialised area of administration for the organisation with measurable impact. Varied problems of moderate complexity, requiring judgement and interpretation and perhaps analysis and research	Education	I. TERTIARY / SPECIALIST 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. Requires a command of specialised technical or scholastic skills to analyse, evaluate and interpret. -VQF 6 & 7	Senior Biosecurity Officer Return & Debt Officer Senior Data Officer
			Experience	E. PROFICIENT The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities, equipment or general activities that take time to acquire, extending beyond the short term. (typically, 1 – 2 years' related experience)	Senior Procurement Officer SEO Rural Training Curriculum Coordinator
			Complexity	C. DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise efficiency.	Personnel Licensing (PEL) Officer Senior Procurement Officer
			Scope	C. INFLUENCING / SUPERVISORY Supervision of others required and / or coordination of resources and processes (human /physical / financial), or a high degree of influence across the organization, in order to achieve significant outcomes.	Environmental Health Officer Revenue Officer Risk Management Officer
			Problem Solving	D. VARIED Problems are varied and the solution requires research through diverse and perhaps contradictory cases. 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.	Wash Cluster Coordinator Subsidy Scheme Administrator Senior Asset & Inventory Officer Senior M&E Officer
			Freedom to Act	D. GENERAL INSTRUCTIONS 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.	Junior Secondary School Examination Officer DCO Secretariat Internal Auditor
			Impact of Decisions	IMPACT B. Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu. (supervise small team or provides advice)	Senior Desk Officer Development Cooperation Senior Payment officer – Imprest
			Interpersonal Skills	C. ADVISE / SUPERVISE Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	Accountant Principal Provincial Tourism Officer
			Authority	Financial Authority B. Authorizes minor expenditure from another person's budget. (i.e. not accountable for an expenditure budget)	Senior Quality Assurance PEO Provincial Education
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	Principal Corrections Officer Senior Tariff Officer

Table D. S4		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band D and the Customer & Business Support pathway Level S4			
Band	Grade & Score	Jobwise Pathway Descriptor	Customer & Business Support Career Pathway Level S4 Factor Descriptors (Jobs that are client facing and most of the tasks relate to varied degree of administrative functions.)		Typical S4 Jobs
D	S4 236-285	Technical Admin/Customer Focus Technical administrative roles with accountability for results of and processes within portions of work or projects. Varied problems requiring judgement and interpretation within recognized patterns	Education	H. TERTIARY / DIPLOMA Requires 4 – 5 years’ secondary schooling and a further full-time course of study for 2 – 3 years in a technical or specialized field; or significant and regular part-time courses of study extending over 5 or more years. Requires a wide range of specialized technical or scholastic skills to determine solutions -VQF 4-6	Executive Secretary Administration & Finance Officer Assistant FSB Officer Secretary Passport Processing Officer Cooperative Business Development Officer
			Experience	E. PROFICIENT The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities, equipment or general activities that take time to acquire, extending beyond the short term. (typically, 1 – 2 years’ related experience)	Forest Officer Pollution Control Officer Aquaculture Officer Provincial Statistics Officer
			Complexity	C.DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimize efficiency.	Senior Corrections Officer Assistant Agriculture Officer
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	Area Administrator Assistant Auditor Assistant Human Resource Officer Asset Officer VAT Compliance Officer (Province) Data Processing Officer Bio-Safety & Invasive Species Officer Maintenance Supervisor Assessment Processing Officer Desktop Support Officer Payroll Officer Project Officer Senior Registration Officer Field Officer Senior Meteo Officer
			Problem Solving	C.ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	
			Freedom to Act	C.PROCEDURES 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.	
			Impact of Decisions	IMPACT A 1. Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (The cost of the individual’s own time)	
			Interpersonal Skills	B. RELATE Discusses work with employees and communicates information to other people.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Table C. S3		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band C and the Customer & Business Support pathway Level S3			
Band	Grade & Score	Jobwise Pathway Descriptor	Customer & Business Support Career Pathway Level S3 Factor Descriptors (Jobs that are client facing and most of the tasks relate to varied degree of administrative functions.)		Typical S3 Jobs
C	S3 191-235	Administration/ Customer Support: Process focused administrative or support roles with accountability for own day to day tasks requiring knowledge of procedures and processes within a work area. This level may also include customer facing roles with varied transactions, explaining, resolving enquiries.	Education	G. SECONDARY / VOCATIONAL Requires 4 – 5 years’ secondary schooling through to achievement of school leaving qualification and / or extended on-the-job training. Requires a range of well-developed skills and some relevant theoretical knowledge to deliver assigned job outcomes with some autonomy, discretion and judgement -VQF 2-4	Administration Officer Help Desk Officer Corrections Officer Clerical Officer
			Experience	C. ROUTINE Familiarity with standardised work routines which may involve the use of simple equipment and machines. Able to be mastered over several months. (3 – 6 months’ experience)	Filing Clerk Assistant Statistician Finance & Admin Officer Escort Officer Human Resource Officer
			Complexity	C.DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise efficiency.	Labour Officer-Work Permit & Training Road Worthy Administration Officer Security Officer Assistant FSB (Province) Assistant Statistician Maintenance Supervisor Finance Records & Administration Assistant Finance Officer Data Entry Officer Secretary/Typist Support Officer Librarian Assistant Forest Officer Basic Examination Officer Intern
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.	
			Problem Solving	C.ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	
			Freedom to Act	C.PROCEDURES 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.	
			Impact of Decisions	IMPACT A 1. Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (The cost of the individual’s own time)	
			Interpersonal Skills	B. RELATE Discusses work with employees and communicates information to other people.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Table B. S2		The Job Classification Standards Table for the positions of Parliament staff as assigned to Band B and the Customer & Business Support pathway Level S2			
Band	Grade & Score	Jobwise Pathway Descriptor	Customer & Business Support Career Pathway Level S2 Factor Descriptors (Jobs that are client facing and most of the tasks relate to varied degree of administrative functions.)		Typical S2 Jobs
B	S2 145-190	Office Support: These are likely to be clerical or semi-skilled positions in support roles where accountability is limited to achievement of own day – to – day tasks, set and monitored by others. May also include customer facing roles, routine tasks.	Education	E. BASIC OCCUPATIONAL Requires 2 – 3 years’ secondary schooling plus a course of basic occupational skills, mostly learnt on the job. Utilises a narrow range of knowledge and cognitive skills, such as the basic use of computers, to perform a range of repetitive and familiar tasks under supervision. -VQF 1	Driver
			Experience	C. ROUTINE Familiarity with standardised work routines which may involve the use of simple equipment and machines. Able to be mastered over several months. (3 – 6 months’ experience)	Cleaner
					Receptionist
					Help Desk Officer
					Driver/Messenger
					Office Assistant
					Filing Clerk
					Media & Outreach Officer
					Driver/Groundsman
					Data Entry Clerk
					Development Officer
					Liaison Officer
					Information Officer
			Complexity	A. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	
			Scope	B. RELATED Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives	
			Problem Solving	C. ROUTINE Problems are minor. Some individual judgement is required to interpret rules and instructions.	
			Freedom to Act	B. INSTRUCTIONS Detailed instructions are given on a range of tasks, but the jobholder has some freedom to determine the order of tasks to be commenced. Work is closely monitored and checked regularly.	
			Impact of Decisions	IMPACT A 1. Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (The cost of the individual’s own time)	
			Interpersonal Skills	B. RELATE Discusses work with employees and communicates information to other people.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Table A. S1		The Job Classification Standards Table for the positions of Public Servants as assigned to Band A and the Customer & Business Support pathway Level S1			
Band	Grade & Score	Jobwise Pathway Descriptor	Customer & Business Support Career Pathway Level S1 Factor Descriptors (Jobs that are client facing and most of the tasks relate to varied degree of administrative functions.)		Typical S1 Jobs
A	S1 177-144	Task Support: Task focused support roles where the work is limited to clearly defined tasks governed by simple rules and clear or detailed instructions	Education	B. ELEMENTARY (PRIMARY) Basic schooling with ability to read and write and understand simple written instructions to carry out set and familiar routines as directed.	Cleaner
			Experience	B. SIMPLE TASKS Simple tasks which can be adequately learned within a few weeks. Instruction is normally given verbally but basic written procedures may be provided.	Nursery Worker
			Complexity	A. BASIC Simple and routine tasks specifically defined, easily learnt and requiring minimal independent thought or significant decision making by jobholder	Custom Counsellor
					Security Officer
					Gardener
					Office Support
					Field Support
					Cadet
			Scope	A. HIGHLY SPECIFIC Performance of specific tasks and activities that do not involve supervision or close liaison with others.	
			Problem Solving	A. REPETITIVE Work is simple and repetitive. Problems are minor and are solved by the simple choice of responses or actions already learnt.	
			Freedom to Act	A. CLOSE Work is subject to close supervision. Simple tasks are assigned and all work is checked in detail.	
			Impact of Decisions	C. IMPACT Direct impact of a single discretionary decision causes minor impact, which can be expressed in vatu terms of less than VT 7,000. (The cost of the individual’s own time)	
			Interpersonal Skills	A. COURTESY Little contact with other staff other than normal pleasantries and basic courtesy.	
			Authority	A. FINANCIAL AUTHORITY No authority to commit routine expenditure or capital expenditure.	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	



4.3 Customer and Business Support Career pathway positions (Salary Structure)

[GRT Determination 5 of 2024: Table - Salary Structure of positions for persons employed by or appointed to Customer and Business Support pathway by the Parliament Management Board.]

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL			
PARLIAMENT MANAGEMENT BOARD – PERFORMANCE-BASED SALARY STRUCTURE FOR BUSINESS SUPPORT CAREER PATHWAY			
PARLIAMENT OFFICERS			
Band	Grade	Annual Salary	Range
F	Po S 6.9	3,100,000	Maximum
	Po S 6.8	3,035,000	
	Po S 6.7	2,970,000	
	Po S 6.6	2,904,000	
	Po S 6.5	2,839,000	Midpoint
	Po S 6.4	2,774,000	
	Po S 6.3	2,708,000	
	Po S 6.2	2,643,000	
	Po S 6.1	2,577,000	Minimum
E	Po S 5.9	2,512,000	Maximum
	Po S 5.8	2,447,000	
	Po S 5.7	2,381,000	
	Po S 5.6	2,316,000	
	Po S 5.5	2,250,000	Midpoint
	Po S 5.4	2,185,000	
	Po S 5.3	2,120,000	
	Po S 5.2	2,054,000	
	Po S 5.1	1,989,000	Minimum
D	Po S 4.9	1,924,000	Maximum
	Po S 4.8	1,858,000	
	Po S 4.7	1,793,000	
	Po S 4.6	1,727,000	
	Po S 4.5	1,662,000	Midpoint
	Po S 4.4	1,597,000	
	Po S 4.3	1,531,000	
	Po S 4.2	1,466,000	
	Po S 4.1	1,400,000	Minimum
	Po S 3.9	1,380,000	Maximum
	Po S 3.8	1,359,000	
	Po S 3.7	1,338,000	

C	Po S 3.6	1,316,000	
	Po S 3.5	1,295,000	Midpoint
	Po S 3.4	1,273,000	
	Po S 3.3	1,252,000	
	Po S 3.2	1,230,000	
	Po S 3.1	1,209,000	Minimum
B			
	Po S 2.9	1,187,000	Maximum
	Po S 2.8	1,166,000	
	Po S 2.7	1,144,000	
	Po S 2.6	1,112,300	
	Po S 2.5	1,101,000	Midpoint
	Po S 2.4	1,080,000	
	Po S 2.3	1,058,000	
	Po S 2.2	1,037,000	
	Po S 2.1	1,015,000	Minimum
A			
	Po S 1.9	1,002,000	Maximum
	Po S 1.8	958,000	
	Po S 1.7	914,000	
	Po S 1.6	871,000	
	Po S 1.5	827,000	Midpoint
	Po S 1.4	783,000	
	Po S 1.3	740,000	
	Po S 1.2	696,000	
	Po S 1.1	652,000	Minimum

Signed this 17th day of December, 2024.


Saby Natonga
Chairman




Rosemary Leona
Member


Nigel Malosu
Member

Effective as of date of détermination

GOVERNMENT OF THE
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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
GRT DETERMINATION 6 of 2024 NOTICE No. OF 2024 PUBLIC SECTOR		
GRT DETERMINATION ON SALARY STRUCTURE FOR POSITIONS OF POLITICAL ADVISORS AND SUPPORT STAFF OF VARIOUS OFFICES OF THE STATE		
This Determination sets out the annual salary for the positions of Political Advisors and Support staff of various offices of the State and related matters. It comprises:		
PART	CONTENT	PAGE
1	GENERAL	2
2	SALARY FOR POLITICAL ADVISORS AND SUPPORT STAFF OF THE VARIOUS OFFICES OF THE STATE	3
	Table 2.1: Maximum Annual Salary for Political Advisors and Support Staff	3
3	RELATED MATTERS	3
4	SALARY STRUCTURE FOR A POLITICAL ADVISOR AND SUPPORT STAFF (PASS) OF SPECIFIED OFFICES OF THE STATE	4
	Table 4.1 - Salary Structure for a Political Advisor and Support Staff	4

PART 1 – GENERAL

- 1.1 Authority:**
- 1.1.1 This Determination is issued in accordance with section 13(1) of the Government Remuneration Tribunal Act 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 This Determination applies to:
- A Support staff of the Office of the President of the Republic of Vanuatu,
 - A Support staff of the Office of the Speaker of Parliament,
 - A Political Advisor and Support Staff of the Office of the Prime Minister,
 - A Political Advisor and Support Staff of the Office of the Deputy Prime Minister,
 - A Political Advisor and Support Staff of a Government Ministry, and
 - A Support staff officer of the Office of the Leader of Opposition.
- 1.2.2 This Determination may be applied to an Office as the Council of Ministers may consider fit to do so and within the ability of the Government to pay.
- 1.3 Effective Date:**
- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes any earlier decision made on the salary of officers stated on 1.2.1 and 1.2.2 of this Determination.

PART 2 – SALARY FOR POLITICAL ADVISORS AND/OR SUPPORT STAFF OF THE VARIOUS OFFICES OF THE STATE

- 2.1 The Salary Structure for Political Advisors and/or support of the various offices stated on 1.2.1 and 1.2.2 of this Determination is as set out on Table 4.1.
- 2.2 Adjustment to salary: Subject to 2.1 of this determination, adjustment to salary shall be made by the Prime Minister, in consultation with the Council of Ministers and within the ability of the government to pay.
- 2.3 Maximum salary for senior political appointees and senior support staff, as specified in paragraphs 1.2.1 and 1.2.2 is set out in Table 2.1 below:

Table 2.1: Maximum Annual Salary for Political Advisors and Support Staff

Positions	Maximum Salary (VT.)
First Political Advisor to Prime Minister, to Deputy Prime Minister and to Minister for Finance.	5,100,000
First Political Advisor (PA), Line Government Ministries	4,738,200
Private Secretary	4,067,200
Public Relations Officer	3,619,900
Second Political Advisor	3,200,000
Assistant Private Secretary	2,110,100
Third Political Advisor	2,110,100
Secretary Typist Grade 1 or Executive Secretary	1,597,000
Chaplain	1,294,200
Driver	1,230,000
Cleaner	1,100,000

PART 3 – RELATED MATTERS

3.4 Take home pay entitlements:

- 3.4.1 A person appointed to positions by the Parliament Management Board will be entitled to allowance stated under Determination 33 of 2024. Any allowances made above this shall be a breach of the Determination.
- 3.4.2 Effective as from the date of this Determination, a person employed by or appointed to a position by the Parliament Management Board will not be entitled to any form of take-home pay entitlements. Take home pay entitlements will no longer include: Spouse allowance; Cost of Living allowance; Entertainment allowance; Fuel allowance; and Telephone allowance.

PART 4 – SALARY STRUCTURE FOR A POLITICAL ADVISOR AND/OR SUPPORT STAFF (PASS) OF SPECIFIED OFFICES OF THE STATE.

Pursuant to section 13(1) of the Government Remuneration Tribunal Act, the Remuneration Tribunal reports that the salary structure for various offices of the State is set out hereunder.

Table 4.1 - Salary Structure for a Political Advisor and/or Support Staff

	ANNUAL SALARY		
	Minimum	Midpoint	Maximum
GRADE	1	2	3
PASS 13	4,794,000	4,850,000	5,100,000
PASS 12	4,235,000	4,682,200	4,738,200
PASS 11	3,955,400	4,011,300	4,067,200
PASS 10	3,300,000	3,564,000	3,619,900
PASS 9	2,389,700	2,850,000	3,200,000
PASS 8	2,223,000	2,277,900	2,333,800
PASS 7	1,998,300	2,054,200	2,110,100
PASS 6	1,661,500	1,774,600	1,830,500
PASS 5	1,466,000	1,531,000	1,597,000
PASS 4	1,251,200	1,272,700	1,294,200
PASS 3	1,166,000	1,187,000	1,230,000
PASS 2	870,000	914,000	1,100,000
PASS 1	652,000	783,000	827,000

Signed this 17th day of December 2024.

Saby Matonga
Chairman

Rosemary Leona
Member

Nigel T. Malosu
Member

Effective as of 1st December 2024

Appendix 8E: GRT Determination 14 of 2024 – Determination on Entitlements for various positions and the position of President of the Malvatumauri Council of Chiefs.

GOVERNMENT OF THE
REPUPLIC OF VANUATU
OFFICE OF THE GOVERNMENT
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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
GRT DETERMINATION 14 of 2024 NOTICE No. OF 2024		
PUBLIC SECTOR		
GRT DETERMINATION ON ENTITLEMENTS FOR VARIOUS POSITIONS AND THE POSITION OF THE PRESIDENT OF THE MALVATUMAURI COUNCIL OF CHIEFS		
This Determination sets out various entitlements and related matters for members of the Malvatumauri Council of Chiefs. It comprises		
PART	CONTENT	PAGE
1	GENERAL	2
2	RESPONSIBILITY ALLOWANCE	2
3	CONSULTATION ALLOWANCE	2
4	ACCOMODATION ENTITLEMENT	2
5	ENTITLEMENTS FOR THE PRESIDENT OF MALVATUMAURI COUNCIL OF CHIEFS	3
6	RELATED MATTERS	3

PART 1 – GENERAL

1.1 Authority:

- 1.1.1 This Determination is issued in accordance with section 13(1) of the Government Remuneration Tribunal Act of 1998 (CAP 250).
- 1.1.2 The Tribunal may issue guidance notes from time to time to assist the Office responsible for the administration of this Determination.

1.2 Application:

- 1.2.1 This Determination applies exclusively to Members of the Malvatumaauri Council of Chiefs.
- 1.2.2 Council as is referred to in this Determination should be taken to mean Malvatumaauri Council of Chiefs.

1.3 Effective Date:

- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes and revokes any Determination and Decision relating to entitlements of Members of the Council and the President of the Council.

PART 2 – RESPONSIBILITY ALLOWANCE

- 2.1 A Member of the Council is entitled to Annual Responsibility allowance set out on the structure hereunder:

ALLOWANCE STRUCTURE		Annual Salary		
		Minimum	Midpoint	Maximum
Position	MCC	1	2	3
Member- Council of Chiefs	1	1,384,000	1,440,000	1,496,000

- 2.2 Subject to 2.1 of this Determination, adjustment to the allowance shall be made by the Minister responsible for Culture and within the ability of the Government to pay.
- 2.3 The amount so declared from 2.1 of this determination shall form the basis for calculation of Provident Fund contributions and Severance Pay for a Member of the Council.

PART 3 – CONSULTATION ALLOWANCE

- 3.1 A Member of the Council should be paid a Consultation allowance of up to but not more than Vt. 1,500,000 per annum.
- 3.2 Subject to 3.1 of this Determination, the amount so declared shall be the decision of the Minister responsible for Culture and within the ability of the Government to pay.

PART 4 – ACCOMODATION ENTITLEMENT

- 4.1 A Member of Council when attending a meeting of the Council or a meeting of the Committee of the Council is entitled to a reasonably affordable rented apartment.
- 4.2 In the event where the Secretariat of the Council is unable to accommodate the Member of the Council, the Member should be paid an allowance of up to but not more than Vt. 7,500 per day.

PART 5 – ENTITLEMENTS OF THE PRESIDENT OF THE MALVATUMAURI COUNCIL OF CHIEFS

5.1.1 Annual Salary

5.1.1 The President of the Council is entitled to an Annual Salary set out on the structure hereunder:

SALARY STRUCTURE		Grade		
		Minimum	Midpoint	Maximum
Position	Band	1	2	3
President- Council of Chiefs	PCC 1	4,012,000	4,291,000	4,459,000

- 5.1.2 Subject to 5.1.1 of this determination, adjustment to the allowances shall be made by the Minister responsible for Culture and within the ability of the Government to pay.
- 5.2 Government House
- 5.2.1 The President of the Council is entitled to a Government furnished house, with all facilities paid by the Government.
- 5.2.2 In the event a Government furnished house, as stated on 5.2.1, cannot be made available, the Government shall be responsible for accommodating the Office holder at a house that is of similar standard to a Government furnished house but at a rental fee of not more than Vt. 100,000 per month, inclusive of rent tax.

5.3 Government Vehicle

- 5.3.1 The President of the Council is entitled to a government purchased vehicle; and the vehicle should be serviced and maintained at Government expense.

5.4 Leader's Entitlement as stated on the Leader's Entitlement Act

- 5.4.1 *Former Leader's allowance:* The former Leader's allowance should be 40% of the current salary of the President of the Council and upon the death of the former Leader; the authorized surviving spouse should receive 16% of the current salary of the President of the Council.
- 5.4.2 *Former Leader's payment:* The former Leader's payment should be equivalent to three (3) month salary and paid as a lump sum payment to the former Leader.
- 5.4.3 *Bereavement payment:* The bereavement payment to the authorized surviving spouse of the former Leader should be equivalent to three (3) month salary of the former Leader and paid as a lump sum payment.
- 5.4.4 For the purpose of this section, and in accordance with the Leader's Entitlement Act, a former Leader is referred to as a former President of the Malvatumaauri Council of Chiefs.

PART 6 – RELATED MATTERS

- 6.1 **Manner of payment:** The manner in which the entitlements should be paid is the responsibility of the Government in consultation with the Office responsible for the administration of this Determination.
- 6.2 **Take home pay entitlements:** Effective as from the date of this Determination, a Member of the Council will not be entitled to any form of take-home pay entitlements. Take home pay entitlements will no longer include: Family or Spouse allowance, Cost of Living allowance, Entertainment allowance, Fuel allowance, and Telephone allowance.

Signed this 17th day of December, 2024.

Saby Natonga
Chairman

Rosemary Leona
Member

Nigel T. Malosu
Member

Effective as of 1st December 2024

GRT Determination 14 of 2024 – Malvatumaauri - Public Sector

Page 3 of4

Appendix 8F: GRT Determination 20 of 2024 – Determination on Entitlements for the positions of President of Provincial Government Council, Council Members, Mayor of the Municipal Council, and Municipal Councilors.

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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
GRT DETERMINATION 20 of 2024 NOTICE No. OF 2024		
PUBLIC SECTOR		
GRT DETERMINATION ON ENTITLEMENTS FOR POSITION OF A PRESIDENT OF THE PROVINCIAL GOVERNMENT COUNCIL, COUNCIL MEMBERS, MAYOR OF THE MUNICIPAL COUNCIL AND MUNICIPAL COUNCILORS.		
This Determination sets out various entitlements and related matters for members of the Provincial Government Council, Municipal Councilors, President of the Provincial Council and the Mayor of the Municipal council. It comprises		
PART	CONTENT	PAGE
1	GENERAL	2
2	REPRESENTATION ALLOWANCE	2
3	CONSTITUENCY ALLOWANCE	2
4	ACCOMODATION ENTITLEMENT	2
5	ENTITLEMENTS FOR THE PRESIDENT OF THE PROVINCIAL GOVERNMENT AND LORD MAYOR	3
6	RELATED MATTERS	3

- PART 1 – GENERAL**
- 1.1 Authority:**
- 1.1.1 This Determination is issued in accordance with section 13(1) of the Government Remuneration Tribunal Act of 1998 (CAP 250).
- 1.1.2 The Tribunal may issue guidance notes from time to time to assist the Office responsible for the administration of this Determination.
- 1.2 Application:**
- 1.2.1 This Determination applies exclusively to Members of the Provincial Government Councils and Members of the Municipal Councils.
- 1.2.2 Council as is referred to in this Determination should be taken to mean Provincial Government Council or Municipal Council.
- 1.3 Effective Date:**
- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes and revokes any Determination and Decision relating to entitlements of Members of the Provincial Government Councils, Members of the Municipal Councils, Presidents of the Provincial Government Councils and Lord Mayors of Municipalities.

- PART 2 – RESPRESENTATION ALLOWANCE**
- 2.1 A Member of the Council is entitled to an Annual Representation allowance set out on the structure hereunder:

		Annual Salary		
ALLOWANCE STRUCTURE		Minimum	Midpoint	Maximum
Position	Grade	1	2	3
Vice President	VP 1	2,445,000	2,557,000	2,670,000
Member of Provincial Council	PC 1	2,110,000	2,223,000	2,334,000
Deputy Mayor	DM 1	2,445,000	2,557,000	2,670,000
Member of Municipal Council	MC 1	2,110,000	2,223,000	2,334,000

- 2.2 Subject to 2.1 of this Determination, adjustment to the allowance shall be made by the Minister responsible for Provincial Affairs and within the ability of the Government to pay in accordance to this determination setting the minimum, midpoint and maximum.
- 2.3 The amount so declared from 2.1 of this determination shall form the basis for calculation of Provident Fund contributions and Severance Pay for a Member of the Council.
- PART 3 – CONSTITUENCY ALLOWANCE**
- 3.1 A Member of the Council should be paid a Constituency allowance of up to but not more than the maximum of Vt. 1,500,000 per annum.
- 3.2 Subject to 3.1 of this Determination, the amount so declared shall be the decision of the Minister responsible for Provincial Affairs.

- PART 4 – ACCOMODATON ENTITLEMENT**
- 4.1 A Member of Council when attending a meeting of the Council or a meeting of the Committee of the Council is entitled to a reasonably affordable rented apartment.
- 4.2 In the event where the Secretariat of the Council is unable to accommodate the Member of the Council, the Member should be paid an allowance of up to but not more than Vt. 7,500 per day.

PART 5 – ENTITLEMENTS OF THE PRESIDENT OF A PROVINCIAL GOVERNMENT COUNCIL AND LORD MAYOR

5.1 Annual Salary

The President of the Provincial Council or Lord Mayor of the Municipality is entitled to an Annual Salary set out on the structure hereunder:

SALARY STRUCTURE		Annual Salary		
		Minimum	Midpoint	Maximum
Position	Grade	1	2	3
President of the Council	PPC 1	4,850,000	5,390,000	5,648,000
Lord Mayor	LM 1	4,850,000	5,390,000	5,648,000

5.2 Government House

5.2.1 The President of the Provincial Council or the Lord Mayor of the Municipality is entitled to a furnished house, with all facilities paid by the Council.

5.2.2 In the event a furnished house, as stated on 5.2.1, cannot be made available, the Council shall be responsible for accommodating the Office holder at a house that is of similar standard to a furnished house but at a rental fee of not more than Vt. 100,000 per month, inclusive of rent tax.

5.3 Government Vehicle

The President of the Provincial Council or the Lord Mayor of the Municipality is entitled to a vehicle; and the vehicle should be serviced and maintained at the expense of the Council.

PART 6 – RELATED MATTERS

6.1 **Manner of payment:** The manner in which the entitlements should be paid is the responsibility of the Council in consultation with the Office responsible for the administration of this Determination.

6.2 **Take home pay entitlements:** Effective as from the date of this Determination, a Member of the Council will not be entitled to any form of take-home pay entitlements. Take home pay entitlements will no longer include: Family or Spouse allowance, Cost of Living allowance, Entertainment allowance, Fuel allowance, and Telephone allowance.

Signed this 17th day of December, 2024.

Saby Natonga
Chairman

Rosemary Leona
Member

Nigel T. Malosu
Member

Effective as of 1 December 2024

Appendix 8G: GRT Determination 21 of 2024 – Determination on Job Classification Standards and Salary Structure for the positions of a Secretary General and an Assistant Secretary General of a Provincial Council, and of a Town Clerk and a Deputy Town Clerk of a Municipal Council.

GOVERNMENT OF THE
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Tél: (678) 23625 Télécopie: 263181

<p align="center">OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL</p>		
<p align="center">GRT DETERMINATION 21 of 2024 NOTICE No. OF 2024</p>		
<p align="center">PUBLIC SERVICE COMMISSION AND PUBLIC SECTOR</p>		
<p align="center">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.</p>		
<p>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</p>		
PART	CONTENT	PAGE
1	GENERAL	2
2	JOB CLASSIFICATION STANDARDS AND SALARY STRUCTURE	2
3	RELATED MATTERS	2
4	JOB CLASSIFICATION STANDARDS AND SALARY STRUCTURE TABLES FOR THE POSITIONS OF SECRETARY GENERALS AND ASSISTANTS, AND TOWN CLERKS AND DEPUTIES	4
	TABLE 4.1 JOB CLASSIFICATION STANDARDS	4
	TABLE 4.2 SALARY STRUCTURE	8

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 1st 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:

Position	Maximum Annual Salary
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:

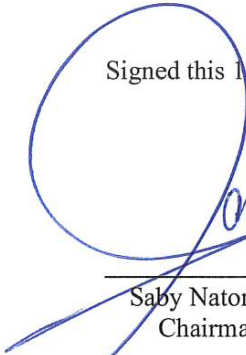
3.3.1 An Officer, other than a Probation Officer, when acting on a position higher than her or his substantive position should be paid the salary for that position until such time she or he is no longer acting.

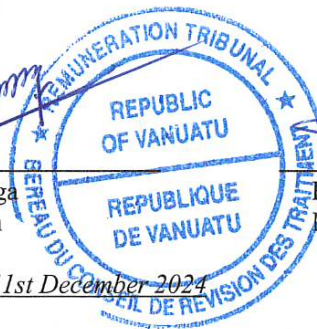
3.4 Take home pay entitlements:

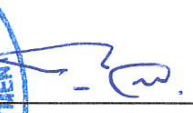
3.4.1 Effective as from the date of this Determination, person paid according to this determination may be entitled a take home pay entitlement, stated under GRT Determination 33 of 2024.


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 17th day of December, 2024.


Saby Natonga
Chairman


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


Rosemary Leona
Member


Nigel T. Malosu
Member

Effective as of 1st December 2024



GRT Determination 21 of 2024

**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	Section Leader: 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	Education	I. TERTIARY / SPECIALIST 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
			Experience	H. SPECIALISED EXPERIENCE 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	Town Clerk
			Complexity	C. DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimize efficiency.	Deputy Director
			Scope	D. MANAGERIAL 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.	Deputy CIO
			Problem Solving	D. VARIED 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.	Secretary, Law Commission
					Deputy Commissioner of Labour
					National Security Advisor, VNSC
					Secretary General, Citizenship

			Freedom to Act	D. GENERAL INSTRUCTIONS 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.
			Impact of Decisions	C. Impact Direct Impact of a single discretionary decision causes significant impact, which can be expressed in vatu terms of thousands of vatu.
			Interpersonal Skills	D. INFLUENCE / PERSUADE Considerable contact influencing staff either in a management role requiring sound communication skills or in roles requiring well-developed advisory /consultative / facilitation skills.
			Authority	B. Financial Authority. Authorises minor expenditure from another person's budget.
			People Management	C. 1 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	Team Manager: 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.	Education	I. TERTIARY / SPECIALIST 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
			Experience	H. SPECIALISED EXPERIENCE 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	Manager – Rates & Taxes
			Complexity	B. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	Manager – Budget
			Scope	D. MANAGERIAL 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.	Head-Monitoring and Evaluation Unit
			Problem Solving	C. ROUTINE / VARIED Much of the work is routine but problems require reference to precedents and / or extensive interpretation of detailed instructions.	Head – Policy and Planning Unit
					Head – Aid

			Freedom to Act	C. PROCEDURES 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
			Impact of Decisions	B. 1 IMPACT Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu	Financial Controller
			Interpersonal Skills	C. ADVISE / SUPERVISE Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	Manager – Customs
			Authority	B Financial Authority. Authorises minor expenditure from another person's budget.	Manager-FMIS
			People Management	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-Customs Revenue
					Manager – ICT Policy

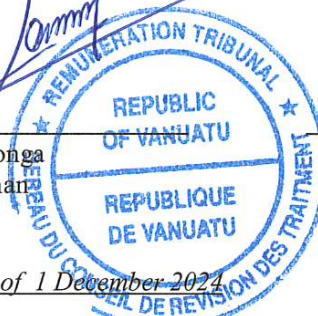
Table H, L5		The Job Classification Standards Table for the positions of Secretary General and Town Clerk as assigned to Band H and Leadership pathway Level L5.			
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L5 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Typical L5 Positions
H	L5 456-520	Team leader: 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.	Education	I. TERTIARY / SPECIALIST 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
			Experience	H. SPECIALISED EXPERIENCE 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	Executive Officer
			Complexity	C. DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise efficiency.	Manager – Programs
			Scope	D. MANAGERIAL 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.	Manager – Financial Accounting
			Problem Solving	D. VARIED 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 – Revenue
			Freedom to Act	D. GENERAL INSTRUCTIONS 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.	Head of Treaties & Convention
				Manager – RTI	
				Manager – HRD	
				Manager – Exchequer Services	
				Payment/Payroll	
				Manager – Debt	

			Impact of Decisions	B. IMPACT Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds of vatu	Head – Asia Pacific
			Interpersonal Skills	D. INFLUENCE / PERSUADE Considerable contact influencing staff either in a management role requiring sound communication skills or in roles requiring well-developed advisory / consultative / facilitation skills.	
			Authority	B. FINANCIAL AUTHORITY (LOW) Authorises minor expenditure from another person's budget	
			People Management	C. 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 17th 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 17th day of December, 2024.

Saby Natonga
Chairman

Rosemay Leona
Member

Nigel Malosu
Member

Effective as of 1 December 2024

Appendix 8I: GRT Determination 32 of 2024 – Determination on the Entitlements for the positions of Members of Parliament (MPs).

GOVERNMENT OF THE
REPUBLIC OF VANUATU

OFFICE OF THE GOVERNMENT
REMUNERATION TRIBUNAL
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GOVERNEMENT DE LA
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OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL		
DETERMINATION 32 of 2024 NOTICE No. OF 2024		
PUBLIC SECTOR		
GRT DETERMINATION ON ENTITLEMENTS OF THE POSITION OF A MEMBER OF PARLIAMENT (MP)		
This Determination sets out various entitlements and related matters for members of parliament. It comprises		
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PART 1 – GENERAL

1.1 Authority:

- 1.1.1 This Determination is issued in accordance with section 13(1) of the Government Remuneration Tribunal Act of 1998 (CAP 250).
- 1.1.2 The Tribunal may issue guidance notes from time to time to assist the Parliament Management Board and the Committee on Institution and Constitutional Affairs.

1.2 Application:

- 1.2.1 This Determination applies exclusively to Members of Parliament.

1.3 Effective Date:

- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes and revokes any Determination and Decision relating to entitlements of Members of Parliament including those stated in the Parliamentary (Members’ Expenses and Allowances) Act [CAP 109].

PART 2 – MEMBER OF PARLIAMENT RESPONSIBILITY ALLOWANCE

- 2.1 A Member of Parliament is entitled to an annual Member of Parliament Responsibility allowance as set out on the structure hereunder:

ALLOWANCE STRUCTURE		Grade		
		Minimum	Midpoint	Maximum
Position	Band	1	2	3
Member of Parliament	SO MP 1	5,300,000	6,300,000	6,600,000

- 2.2 Adjustment to MP Responsibility allowance shall be made by the Committee on Institution and Constitutional Affairs through a submission to the office of the Government Renumeration Tribunal.

PART 3 – CONSTITUENCY ALLOWANCE

- 3.1 A Member of Parliament is eligible for a Constituency allowance of up to but not more than Vt. 5,000,000 per annum.
- 3.2 Subject to 3.1 of this Determination, adjustment to the Constituency allowance shall be made by the Committee on Institution and Constitutional Affairs through a submission to the office of the Government Renumeration Tribunal.

PART 4 – REPRESENTATION ALLOWANCE

- 4.1 The Member of Parliament Responsibility Allowance and the Constituency allowance shall be settled as Representation Allowance as required under section 3 of the Parliament (Members’ Expenses and Allowances) Act [CAP 109].
- 4.2 The portion of constituency allowance should be excluded from the calculation of the Provident fund contributions for a Member of Parliament.
- 4.3 The portion of constituency allowance should be excluded from the calculation of Gratuity for a Member of Parliament.

PART 5 – TOURING ALLOWANCE

- 5.1 A Member of Parliament touring allowance is 1,770,000 VT annually as maximum amount, for the purpose of meeting transportation expenses to his or her electorates and Parliament sessions traveling expenses.

PART 6- TRAVEL ALLOWANCE

- 6.1 The Traveling allowance shall be paid to a Government Minister or Speaker of Parliament for official duties, as determined by the Council and from the resources allocated for the purpose.
- 6.2 For Pacific Island countries travel, a travel allowance shall be paid, Excluding New Zealand and Australia, is determined for each Government Minister and Speaker at an amount of 12,000 VT / Day on Official duties
- 6.3 For Australia, New Zealand and Asian region, a Government Minister and Speaker traveling on official duties is determined to be paid an allowance of 30,000VT / day
- 6.4 For International Travel allowance, the allowance rate determined to be paid to a Government Minister and Speaker to traveling internationally for official duties is 40,000 VT/ Day
- 6.5 For any Member of Parliament accommodating the Government Minister or Speaker for official duties, shall be paid a Traveling allowance at 50 % of the rates determined under 6.1, 6.2 and 6.3.

PART 7 – ACCOMODATION ENTITLEMENT

- 7.1 A Member of Parliament, when attending a session of Parliament or a meeting of a Committee of Parliament, is entitled to a reasonably affordable rented apartment.
- 7.2 In the event where the Parliament Management Board is unable to accommodate the Member of Parliament, the MP should be paid an allowance of Vt. 7,500 per day.

PART 8 – RELATED MATTERS

- 8.1 The manner in which the entitlements will be paid is the responsibility of the Government in consultation with the Parliament Management Board.
- 8.2 Take home allowance: Effective as from the date of this Determination, a Government Minister is paid following allowances

Salary related allowance	Maximum Amount monthly
Child allowance	18 000 VT
Housing allowance	120,000 VT

- 8.3 Housing allowance. Shall only apply if a member of Parliament stays at their own house, the Government may pay any allowance rate but not more than 120,000 VT as monthly ceiling.
- 8.4 Child allowance maximum fortnight rate of 3,000 VT / Child under 18 years of age may be paid. For more than three children, maximum of 10,000VT fortnight shall be shared proportionally amongst each child.
- 8.5 A member of Parliament will not be entitled to any form of take-home pay entitlements. Take-home pay entitlements will no longer include Family or Spouse allowance, Cost of Living allowance, Entertainment allowance, Fuel allowance and Telephone allowance.

Signed this 17th day of December 2024

Saby Natonga
Chairman

Rosemary Leona
Member



Nigel T. Malosu
Member

Effective as of 1st December 2024

