

**GOVERNMENT OF THE  
REPUBLIC OF VANUATU**

OFFICE OF THE GOVERNMENT  
REMUNERATION TRIBUNAL  
PMB 9094 Port Vila, Vanuatu  
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RÉPUBLIQUE DE VANUATU**  
BUREAU DE CONSEIL DE RÉVISION DES  
TRAITEMENTS  
SPR 9094 Port-Vila, Vanuatu  
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**DETERMINATION 5 Of 2017 - DETERMINATION ON CLASSIFICATION STANDARD AND  
SALARY STRUCTURE FOR PERSONS EMPLOYED BY OR APPOINTED TO POSITIONS BY  
THE PARLIAMENT MANAGEMENT BOARD.**

This Determination sets out the classification standard and the salary structure for persons employed by or appointed to positions by the Parliament Management Board. It comprises:

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## **PART 1 GENERAL**

### **1.1 Authority:**

- 1.1.1 This Determination is issued pursuant to section 13(1) of the Government Remuneration Tribunal Act No. 20 of 1998 [CAP 250].
- 1.1.2 The Tribunal may issue guidance notes from time to time to assist 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, or the Assistant Clerk of Parliament whose appointment is made under sections 15 and 16 of the Parliament (Administration) Act.

### **1.3 Effective Date:**

- 1.3.1 This Determination shall take effect on and from 1<sup>st</sup> January 2018.
- 1.3.2 As and when this Determination takes effect, it shall supersede and revoke 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 **Classification standards:** The classification standard for the officers stated on section 1.2.1 of this Determination is as set out on Table A1 to this Determination.
- 2.2 **Salary Structure:** The salary structure for the officers stated on section 1.2.1 of this Determination 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 of the Officer stated on section 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 of this Determination, 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 (VQF) Level 7 shall be Grade PO 4.4 – Vt.

1,345,000. 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.

3.3 **Maximum salary for specified category of positions established or may be established by the Parliament Management Board is set out below:**


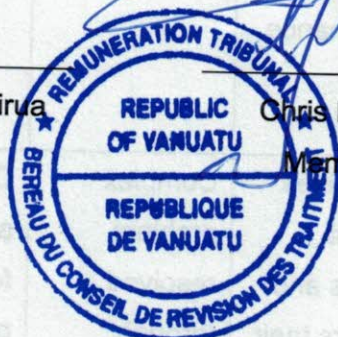
<u>Position</u>	<u>Maximum Salary (VT.)</u>
Deputy Assistant Clerk	3,739,300
Manager	3,220,900
Principal Parliamentary Officer	2,863,000
Senior Parliamentary Officer	2,489,500
Parliamentary Officer	1,815,700
Parliamentary Assistant Officer	1,434,600
Parliamentary Support Officer	1,094,600

3.4 **Take home pay entitlements:** On and from 1<sup>st</sup> January 2018, a person employed by or appointed to a position by the Parliament Management Board will no longer be paid the following Take home pay entitlements: Child, Family or Spouse allowance; Cost of Living allowance; Entertainment allowance; Fuel allowance; Housing allowance; and Telephone allowance.

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



Marie Antoinette Nirua  
Chairperson



Chris Kernot  
Member



Roan Lester  
Member



**Determination 5 of 2017: Table A1 Classification Standard for persons employed by or appointed to positions by the Parliament Management Board.**

**1. Table A1 – Classification Standard for Parliamentary Officials.**

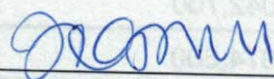
Parliamentary Officials appointed under Parliament (Administration) Act						
Grade	Independence and Leadership	Technical Expertise	Managerial Role and Authority	Problem Analysis & Problem Solving	Decision Making	Planning Level
PO 9	Coordinate and assist implement policy advice. Resolve sensitive and highly complex matters.	Promotes professional development for colleagues. Completed competency level equivalent to VQF Level 7 or higher.	Assists in planning, in coordination and in monitoring Agency performance	Recognized as Lead analyst in the field of knowledge.	Makes decisions on performance improvement initiatives and options.	Leads development and execution of Agency plans.
PO 8	Provides high level policy advice on sensitive or highly complex matters.	Recognized authority in the field of knowledge. Completed competency level equivalent to VQF Level 7 or higher.	Contributes to planning, coordination and monitoring of financial and employee performance.	Recognized as Outstanding analyst in the field of knowledge.	Recommends significant or serious policy direction for Policy decisions.	Assist Lead development and execution of Agency plans.
PO 7	Exhibit leadership with reporting and monitoring	Expert knowledge of procedures and sound knowledge of	Supervises team of experts and mentors their development	Complex problem resolved through advocacy or	Conducts assessments for complex policies or Decides on	Assists development and execution of Agency plans.

	expectations.	field of work discipline with significant experience. Completed competency level equivalent to VQF Level 7 or higher.		analysis.	unique and complex situations.	
PO 6	Under limited supervision or Initiative and judgment made independently and/or through a support team.	Expert knowledge of a work discipline and trusted contributor to operational, strategic and policy initiatives. Completed competency level equivalent to VQF Level 5 or higher.	Ability, to lead strategically, to professionally manage others, and to monitor financial and employee performance.	Non-standard problems solved through advocacy or analysis.	Operational unit monitored and advice provided. Assist Junior Staffs in decisions. Decision making governed by agency plan and involved optimum use of available resources.	Contributes to development and execution of Agency plans.
PO 5	Professional work done in accordance with Work plan with some supervision but clear guidance and responsible for specific deliverables	Comprehensive knowledge of work discipline and clear understanding of the implication of change on work processes. Completed	Responsible for efficient and effective operations, with responsibility to devise and recommend new routines within system(s).	Standard problems solved or Problems encountered require analysis and interpretation of substantial degree and diversity of	Work outputs assessed. Interpretative decisions coordinated.	Comply with professional obligations or Individual Work plan supports Agency Business Plan.

	and outcomes.	competency level equivalent to VQF Level 5 or higher.		data in area (s) of expertise.		
PO 4	Supervised to achieve results in the work discipline, not routines. Work discipline includes, Information management, Human Resource, Finance, etc.	Good theoretical knowledge of a work discipline, Completed competency level equivalent to VQF Level 4 or higher.	Assists ensure efficient and effective operations.	Assists rectify standard problems.	Work outputs reviewed under supervision or undertake interpretative decisions within set limits.	Individual work plan develops professional competencies .
PO 3	Under supervision but capable of working on their own and lots of peer leadership.	Base level theoretical knowledge and skills acquired through a learning period and developed by constant application and correction. Completed competency level equivalent to VQF Level 3 or higher.	Punctual, Well presented and Awareness with work priorities and those of colleagues by the work section.	Routine problems solved. Some analysis of uncompliated data or quick reactions in the initiation of expected efforts.	Makes routine decisions by selecting from a number of pre-set course of action or makes decision in collaboration with superior.	Individual planning and personal management. Discretion on which equipment or tools to use.
PO 2	Close supervision	Able to exchange	Limits of work are	Basic problems	Makes basic decisions.	Perform within well

		basic information verbally and if required, in writing. Completed competency level equivalent to VQF Level 2 or higher.	prescribed or Step by Step course of action.	solved or Relatively simple problems solved with a set procedure.		established guidelines. Nature of planning is essentially about timing and sequencing of assigned tasks.
PO 1	Very Close supervision	Competence attained through repetition of work and on-the-job training. Able to exchange basic information verbally. Completed competency level equivalent to VQF Level 1 or higher.	Tasks of a simple and repetitive nature. High level of manual dexterity performed without knowledge of other jobs.	Repetitive physical or manual tasks Completed or a problem is solved based upon recall rather than analysis.	Prescribed decisions are common.	Pre-determined tasks and operational expectations and /or equipment or tool(s) specified.

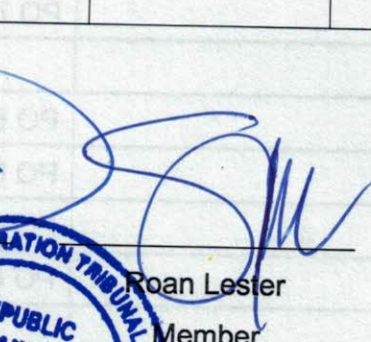
*Signed this 17<sup>th</sup> day of November, 2017.*



Marie Antoinette Nirua  
Chairperson



Chris Kernot  
Member



Roan Lester  
Member



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

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Determination 5 of 2017: Table A2 – Salary Structure for persons employed by or appointed to positions by the Parliament Management Board.

1. Table A2 – Salary Structure for Staff of Parliament Management Board

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL		
PARLIAMENT MANAGEMENT BOARD – HIGH PERFORMANCE BASED CLASSIFICATION SCALE		
PARLIAMENTARY OFFICER		
Level	Grade	Salary
PO 9	PO 9.4	3,739,300
	PO 9.3	3,623,500
	PO 9.2	3,527,600
	PO 9.1	3,408,300
PO 8	PO 8.6	3,220,900
	PO 8.5	3,135,600
	PO 8.4	3,029,600
	PO 8.3	2,863,000
	PO 8.2	2,787,200
	PO 8.1	2,693,000
PO 7	PO 7.4	2,489,500
	PO 7.3	2,393,800
	PO 7.2	2,298,000
	PO 7.1	2,202,300
PO 6	PO 6.4	2,106,500
	PO 6.3	2,042,700
	PO 6.2	1,974,600
	PO 6.1	1,906,500
PO 5	PO 5.6	1,815,700

	PO 5.5	1,755,200
	PO 5.4	1,694,700
	PO 5.3	1,634,100
	PO 5.2	1,573,600
	PO 5.1	1,513,100
PO 4	PO 4.6	1,434,600
	PO 4.5	1,386,800
	PO 4.4	1,345,000
	PO 4.3	1,291,200
	PO 4.2	1,243,400
	PO 4.1	1,195,500
PO 3	PO 3.4	1,094,600
	PO 3.3	1,058,000
	PO 3.2	1,029,600
	PO 3.1	1,001,300
PO 2	PO 2.6	944,600
	PO 2.5	890,000
	PO 2.4	839,700
	PO 2.3	813,500
	PO 2.2	791,100
	PO 2.1	768,800
PO 1	PO 1.6	723,100
	PO 1.5	703,200
	PO 1.4	683,300
	PO 1.3	663,400
	PO 1.2	642,800
	PO 1.1	625,100

2. 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 17<sup>th</sup> day of November, 2017.*



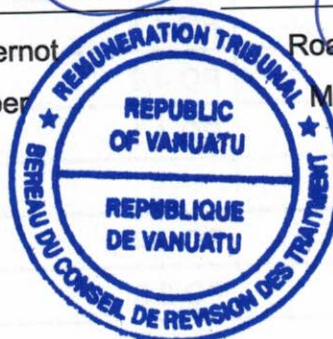
Marie Antoinette Nirua  
Chairperson



Chris Kernot  
Member



Roan Lester  
Member



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