

**GOVERNMENT OF THE
REPUBLIC OF VANUATU**

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**DETERMINATION 4 of 2017 - DETERMINATION ON CLASSIFICATION STANDARD AND
SALARY STRUCTURE FOR THE CLERK OF PALRIAMENT, DEPUTY CLERK OF PARLIAMENT,
& ASSISTANT CLERK OF PARLIAMENT.**

This Determination sets out the classification standard and the salary structure for persons appointed as Clerk of Parliament, Deputy Clerk of Parliament or Assistant Clerk of Parliament. It comprises:

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PART 1. GENERAL

1.1 Authority:

- 1.1.1 This Determination is issued pursuant to section 13(1) of the Government Remuneration Tribunal Act No. 20 of 1998 [CAP 250].
- 1.1.2 The Tribunal may issue guidance notes from time to time to assist the Employing 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 position of the Deputy Clerk of Parliament appointed by the Parliament Management Board.
- 1.2.3 This Determination applies only to those offices stated on sections 1.2.1 and 1.2.2 of this Determination.

1.3 Effective date:

- 1.3.1 This Determination shall take effect on and from 1st January 2018.
- 1.3.2 As and when this Determination comes into effect, it shall supersede and revoke any determination or decision relating to any form of salary payable to 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 **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 section 1.2 of this Determination in accordance with the Classification standards set out on Table A1 and the salary structure set out on Table A2 to this Determination.
- 3.1.2 In determining the work value of a 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.

3.2 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 7,151,500.

3.3.2 The maximum for a Deputy Clerk of Parliament is Grade PC 2.3 – VT 5,650,500.


3.3.3 The maximum for the Assistant Clerk of Parliament is Grade PC 1.4 – VT 4,682,900.

3.4 Take home pay entitlements: On and from 1st January 2018, the Clerk, the Deputy Clerk and the Assistant Clerk 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.

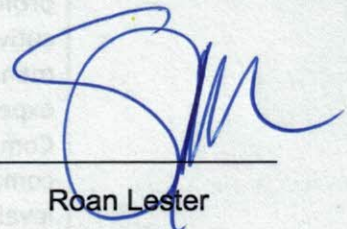
Signed this 17th day of November, 2017.



Marie Antoinette Nirua
Chairperson



Chris Kernot
Member



Roan Lester
Member



Determination 4 of 2017: Table A1 - Classification Standard for the Clerk of Parliament, Deputy Clerk of Parliament, & the Assistant Clerk of Parliament employed by the Parliament Management Board.

1. Table A1 – Classification Standard for Clerks.

Parliamentary Clerks						
Level	Independence and Leadership	Technical Expertise	Managerial Role and Authority	Problem Analysis and Problem Solving	Decision Making	Planning Level
PC 3	Clerk of Parliament.	Integrate diverse activities or multiple functions, with key impacts on whole of agency strategy and planning. Possess highly advanced professional/executive management experience. Completed competency level equivalent to VQF Level 9 or higher.	Monitor and Regulate government policy. Substantial contribution to agency governance and culture.	Monitors quality control for Agency processes. Resolves broader and more complex issues of external context with national or international influence.	Provides ruling on policy or Regulatory matter. Decisions made impact on whole of government or whole of agency performance.	Leads strategic direction in support of the priorities of the state for Policy reform. Decides corporate strategies within policy parameters, with a long term focus.
PC 2	Deputy Clerk of Parliament	Integrate diverse activities or multiple functions at agency level. Possess extensive professional/administrative management experience. Completed competency level equivalent to VQF Level 8	Controls processes for planning, coordination and monitoring of Agency performance. Contributes to agency leadership and to overall governance processes	Provides leadership in resolving complex issues of internal context with a national or international influence.	High level advice, or policy drafting for the state. Recommends decisions on significant strategic alternatives to the Minister or Director General.	Develops strategic directions in support of the priorities of the state for Policy reform. Contributes to shaping and implementing overall corporate strategy.

		or higher.				
PC 1	Assistant Clerk of Parliament	Promotes professional development for colleagues. Takes responsibility for performance outcomes for a specific program, initiative, or for quality of advice provided. Completed competency level equivalent to VQF Level 7 or higher.	Plan coordinate and monitor Agency performance. Contributes to one or more elements of agency governance.	Provides quality control for Agency processes.	Development and implementation of significant and serious policy direction for the state.	Primary planning focus assumes an immediate current year but with an understanding of future implications.

Abbreviation: VQF – Vanuatu Qualification Authority

Signed this 17th day of November, 2017.



Marie Antoinette Nirua
Chairperson



Chris Kernot
Member



Ruan Lester
Member

Effective as of 1st January 2018.



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Determination 4 Of 2017: 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 Clerks

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL		
PARLIAMENT MANAGEMENT BOARD – HIGH PERFORMANCE BASE CLASSIFICATION SCALE.		
PARLIAMENTARY CLERKS		
Level	Grade	Salary
PC 3	PC 3.4	7,151,500
	PC 3.3	6,738,300
	PC 3.2	6,356,900
	PC 3.1	5,989,600
PC 2	PC 2.3	5,650,500
	PC 2.2	5,324,100
	PC 2.1	5,000,400
PC 1	PC 1.4	4,682,900
	PC 1.3	4,444,800
	PC 1.2	4,206,700
	PC 1.1	3,968,600

- A Deputy Clerk when acting Clerk of Parliament should be paid the salary of the Clerk of Parliament.
- An Assistant Clerk when acting Deputy Clerk of Parliament should be paid the salary of Deputy Clerk of Parliament.
- An Assistant Clerk when acting Clerk of Parliament should be paid the salary of Clerk of Parliament.
- An Assistant Clerk when acting Clerk of Parliament should be paid the salary of Clerk of Parliament.

Signed this 17th day of November, 2017.



Marie Antoinette Nirua
Chairperson


Chris Kernot
Member


Roan Lester
Member

Effective as of 1st January 2018.

