



**DETERMINATION 8 of 2017 - DETERMINATION ON CLASSIFICATION STANDARD AND
SALARY STRUCTURE FOR PERSONS EMPLOYED BY OR APPOINTED TO POSITIONS BY
THE PUBLIC SERVICE COMMISSION.**

This Determination sets out the classification standard and the salary structure for persons employed by or appointed to positions by the Public Service Commission. 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 bodies 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 Public Service Commission under section 8(1)(b) of the Public Service Act.
- 1.2.2 The Determination applies to those persons employed by or appointed to positions by the Police Service Commission as Support staff of the Vanuatu Police Force.
- 1.2.3 This Determination may be applied to officers employed by or appointed to positions by a Government Agency including but not limited to a Statutory Entity, a Statutory Corporation and a wholly owned subsidiary company of the Government.
- 1.2.4 This Determination does not apply to Director Generals and Directors whose appointments are made under section 18(1) of the Public Service Act.
- 1.2.5 This Determination does not apply to a member of the Vanuatu Police Force.

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 takes effect, it shall supersede and revoke any determination or decision made on the salary of employees appointed by the Public Service Commission under section 8(1)(b) of the Public Service Act.

PART 2 CLASSIFICATION STANDARDS AND SALARY STRUCTURE

- 2.1 **Classification standards:** The classification standard for the officers stated on sections 1.2.1, 1.2.2, and 1.2.3 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 sections 1.2.1, 1.2.2 and 1.2.3 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 sections 1.2.1, 1.2.2 and 1.2.3 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 degree holder or a person whose qualification is equivalent to Vanuatu Qualification Framework (VQF) Level 7 shall be Grade PS 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 under the Public Service Commission is set out below:

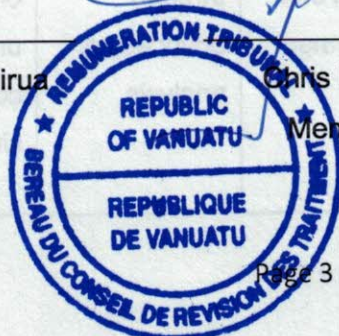
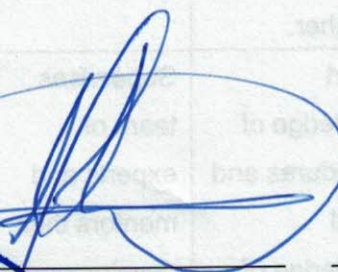
<u>Position</u>	<u>Maximum Salary (VT.)</u>
Managers (Ms)	3,739,300
Principal Officer (Po)	3,220,900
Senior Officer (Sn)	2,489,500
Officers (Os)	1,815,700
Assistant Officers (As)	1,434,600
Clerical Support Officers (Cs)	1,094,600
Back Office Staff (Bs)	944,600

3.4 **Take home pay entitlements:** On and from 1st January 2018, a person employed by or appointed to a position by the Public Service Commission 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.

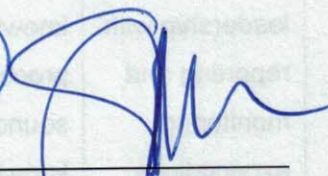
Signed this 17th day of November, 2017.



Marie Antoinette Nirua
Chairperson

Chris Kernot
Member



Roan Lester
Member



Determination 8 of 2017: Table A1 Classification Standard for persons employed by or appointed to positions by the Public Service Commission or the Police Service Commission.

1. Table 1A – Classification Standard for Public Servants and Civilian Staff of Vanuatu Police Force.


Public Servants appointed under the Public Services Act or Support Staff appointed under the Police Act						
Grade	Independence and Leadership	Technical Expertise	Managerial Role and Authority	Problem Analysis & Problem Solving	Decision Making	Planning Level
PS 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.
PS 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.
PS 7	Exhibit leadership with reporting and monitoring expectations.	Expert knowledge of procedures and sound knowledge of field of work discipline with significant	Supervises team of experts and mentors their development	Complex problem resolved through advocacy or analysis.	Conducts assessments for complex policies or Decides on unique and complex situations.	Assists development and execution of Agency plans.

		experience. Completed competency level equivalent to VQF Level 7 or higher.				
PS 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.
PS 5	Professional work done in accordance with Work plan with some supervision but clear guidance and responsible for specific deliverables and outcomes.	Comprehensive knowledge of work discipline and clear understanding of the implication of change on work processes. Completed competency level equivalent to VQF Level 5 or higher.	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 data in area (s) of expertise.	Work outputs assessed. Interpretative decisions coordinated.	Comply with professional obligations or Individual Work plan supports Agency Business Plan.

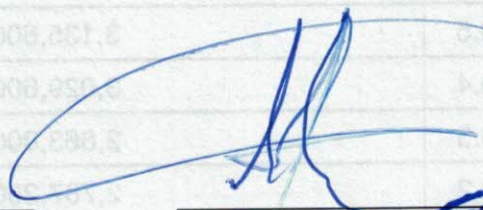
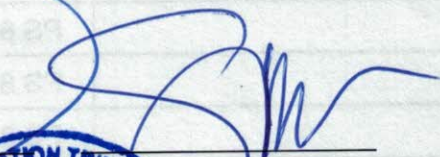
PS 4	Supervised to achieve results in the work discipline, not routines. Work discipline includes, Information management, Human Resource, Finance, etc.	Good theoretical knowledge of a work discipline, Completed competency level equivalent to VQF Level 4 or higher.	Assists ensure efficient and effective operations.	Assists rectify standard problems.	Work outputs reviewed under supervision or undertake interpretative decisions within set limits.	Individual work plan develops professional competencies.
PS 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.
PS 2	Close supervision	Able to exchange basic information verbally and if required, in writing. Completed competency level equivalent to VQF Level 2 or higher.	Limits of work are prescribed or Step by Step course of action.	Basic problems solved or Relatively simple problems solved with a set procedure.	Makes basic decisions.	Perform within well established guidelines. Nature of planning is essentially about timing and sequencing of assigned

						tasks.
PS 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 17th day of November, 2017.

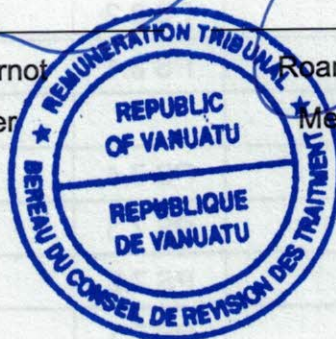


Marie Antoinette Nirua
Chairperson

Chris Kernof
Member

Roan Lester
Member



Effective as of 1st January 2018.

**GOVERNMENT OF THE
REPUBLIC OF VANUATU**

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Determination 8 of 2017: Table A2 – Salary Structure for persons employed by or appointed to positions by the Public Service Commission or the Police Service Commission.

1. Table A2 – Salary for Public Servants.

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

	PS 5.5	1,755,200
	PS 5.4	1,694,700
	PS 5.3	1,634,100
	PS 5.2	1,573,600
	PS 5.1	1,513,100
PS 4	PS 4.6	1,434,600
	PS 4.5	1,386,800
	PS 4.4	1,345,000
	PS 4.3	1,291,200
	PS 4.2	1,243,400
	PS 4.1	1,195,500
PS 3	PS 3.4	1,094,600
	PS 3.3	1,058,000
	PS 3.2	1,029,600
	PS 3.1	1,001,300
PS 2	PS 2.6	944,600
	PS 2.5	890,000
	PS 2.4	839,700
	PS 2.3	813,500
	PS 2.2	791,100
	PS2.1	768,800
PS 1	PS 1.6	723,100
	PS 1.5	703,200
	PS 1.4	683,300
	PS 1.3	663,400
	PS 1.2	642,800
	PS 1.1	625,100

2. An Officer, other than the Officer serving her or his probation, 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 November, 2017.



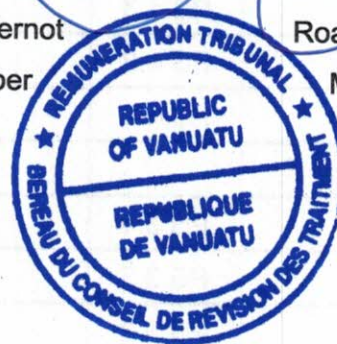
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Effective as of 1st January 2018.