



OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL

GRT DETERMINATION 7 OF 2024

Notice No..... of 2024

PUBLIC SERVICE COMMISSION

THE GRT DETERMINATION ON THE JOB CLASSIFICATION STANDARDS AND THE SALARY STRUCTURE FOR THE POSITIONS OF DIRECTORS AND DEPUTY DIRECTORS APPOINTED BY THE PUBLIC SERVICE COMMISSION.

This Determination sets out the Job Classification Standards and the Salary Structure for the positions of Directors and Deputy Directors. It comprises:

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PART 1. GENERAL

1.1 Authority:

1.1.1 This Determination is issued pursuant to section 13(1) of the Government Remuneration Tribunal Act No. 20 of 1998 [CAP 250].

1.1.2 The Tribunal may issue guidance notes from time to time to assist the employing bodies in the administration of this Determination.

1.2 Application:

1.2.1 The Determination applies to the positions of Directors employed under section 18(1) of the Public Service Act [CAP 246], and the positions of Deputy Directors appointed by the Public Service Commission.

1.2.2 This Determination shall also apply to any positions the Commission deems comparable in job value to the position of Director or Deputy Director.

1.2.3 In accordance with Section 25 of the GRT Act, and where applicable, the Employment Contract of the holder of a position of Director will be taken to have been modified to conform to the Determination.

1.2.4 The Determination assigns the positions specified in paragraphs 1.2.1 and 1.2.2 to the Leadership career pathway of SP10 Jobwise® Framework as depicted in Table 1.2 below:

Table 1.2			
The Career Pathways for the positions relative to Director and Deputy Director			
Career Pathways	Bands	Levels	Positions
Leadership	K	L8	Director;
	J	L7	Deputy Director; Deputy Secretary, OPSC

1.3 Effective date:

1.3.1 This Determination takes effect as of 1st December 2024.

1.3.2 As and when this Determination takes effect, it shall supersede and revoke any determination or decision relating to any form of salary payable to a Director or Deputy Director appointed by the Public Service Commission.

PART 2. THE RULES OF APPLICATION AND RELATED MATTERS

2.1 Setting the Salary

- 2.1.1** The Commission shall determine the work value or increment or promotion or allowance for the positions stated in PART 1 paragraphs 1.2.1 and 1.2.2 in accordance with the Job Classification Standards set out in PART 4 Table K.L8 and Table J.L7.
- 2.1.2** A new person appointed to the position of Director or Deputy Director shall be paid the starting salary determined for the position.
- 2.1.3** The starting or minimum annual salary and grade for the position of Director shall be DIR 2.1 – VT 5,390,000.
- 2.1.4** The starting or minimum annual salary and grade the position of Deputy Director shall be D/DIR 1.1 – VT 4,682,250.
- 2.1.5** A person holding a position of Director may be placed in Class DIR 3 minimum grade only and only if the grades in Class DIR 2 have been justly exhausted.
- 2.1.6.** Pursuant to PART 5 Table 5, the maximum salary for the position of Director shall be DIR 3.2 – VT 6,675,300, and the maximum salary for the position of a Deputy Director shall be DDR 1.6 – VT 5,360,000.
- 2.1.7** Notwithstanding paragraphs 2.1.2, 2.1.3, 2.1.4., the Commission shall ensure it exercises prudent business judgement and assign starting pay grades upon merit, commensurate with performance outcomes, qualification, experience, the responsibilities and accountabilities of the office as set out in PART 4 Table K.L8 and Table J.L7.

2.2 Adjustment to Salary:

- 2.2.1** An adjustment to salary shall be made in accordance with a reliable performance process and requirements, and according to the terms and condition of employment.
- 2.2.2** A salary increment may be administered for the positions stated on PART 1, paragraphs 1.2.1 and 1.2.2 only if the employee consistently demonstrates high performance for two (2) consecutive years or more.
- 2.1.3** Relative to paragraph 2.2.1, a Director may be promoted to receive a DIR 3 salary only and only if he or she has performed exceptionally well and consistently for four (4) or more years consecutively and only when the Class DIR 2 grades have been justly exhausted.
- 2.2.4** The Commission is expected to exercise its legal or regulatory authority and shall employ all necessary means and discipline or consider demotion to ensure an employee who has received an increment or promotion so continues to maintain high level performance.

2.3 Other Officers

2.3.1 The employing body shall apply this Determination on salary and allowances for the Deputy Director to a person who is appointed as Deputy Secretary of the Office of the Public Service Commission.

2.3.2 The maximum annual salary for the Deputy Director and the Deputy Secretary, as stated on paragraph 2.3.1, is Grade DDR 1.6 – Vt. 5,360,000.

2.4. Acting

2.4.1 An employee, when acting in the positions as stated in PART 1 paragraphs 1.2.1, 1.2.2, and 1.2.3, shall be paid according to the starting annual salary set for that substantive position in this Determination.

PART 3. ALLOWANCES.

3.1. Allowances for the position of Director

3.1.1 The employing body may pay the allowances depicted in Table 3.1 to the position of Director, but not more than the set ceiling or maximum amount.

Types of Allowances	Maximum (Ceiling)/ Monthly (VT)
Housing	60,000
Child	20,000
Fuel	0
Telephone	8,000

3.1.2 Fuel Allowance

The Commission may pay the employee a monthly fuel allowance of any amount directly on government vehicle held by the employee but not more than 35,000vt per month. In the event the employee uses personal vehicle to conduct official duties, the employer may pay a monthly fuel allowance of not more than 22,000vt.

3.1.3 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 100,000vt per month, inclusive of rent tax and in accordance to tender procurement procedures. In the case where an employee stays at their own house, the employer may pay any allowance rate but not more than 60,000 VT as monthly ceiling.

3.2.4 Child Allowance

The Commission shall pay child allowance for children under 18 years of age according to policies provided in the Public Service Staff Regulation Manual for each child. 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 Table 3.1.

3.2.5 Telephone Allowance

The Commission may pay a telephone allowance to the employee but not more than 8,000vt a month.

3.2.6 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.

3.2.7 End of contract entitlements

The employee shall be entitled to a severance allowance calculated at the rate of two (2) months remuneration for every year of the performance of the contract of employment.

3.2. Allowances for the position of Deputy Director

3.2.1 Type of Allowances

The Commission may administer the allowances listed below to the position of Deputy Director:

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

3.2.1 Maximum Allowances

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

Table 3.2 – Deputy Director Allowances	
Types of Allowance	Maximum (Monthly)
Housing	30,000
Child	20,000
Fuel	0
Telephone	0

3.2.3 Child Allowance

The Commission shall pay a child allowance per child according to policies as provided in the Public Service Staff Manual. 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 Table 3.2.

3.2.4 Other Allowances

Subject to formal approval by the Tribunal, the Commission may administer other types of allowances deemed payable to the position of Deputy Director.

PART 4. THE JOB CLASSIFICATION STANDARDS TABLES FOR THE POSITION OF DIRECTOR AND DEPUTY DIRECTOR.

[GRT Determination 7 of 2024: The Job Classification Standards Tables for the positions of Directors and Deputy Directors as assigned to the Leadership career pathway Level 7 & Level 8, Band J and Band K.]

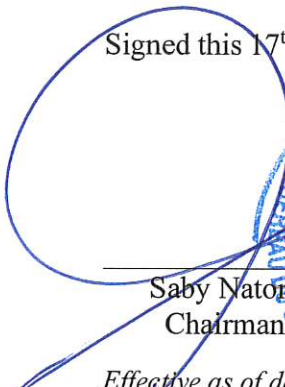
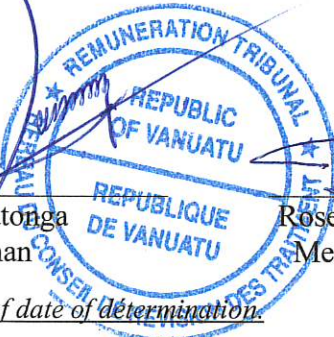
Table K. L8		The Job Classification Standards Table for the position of the Director as assigned to Band K and Leadership pathway Level L8.			
Band	Level & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level 8 Factor Descriptors (Jobs requiring varied degree of leadership, supervision of people, power, and oversight of general management functions)		Typical L8 Positions
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	Director Principal Electoral Officer Chief Statistician Chief Information Officer Secretary General Citizenship Assistant Clerk of Parliament Commissioner of Labour Registrar General
			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 of 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 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.	
			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 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.	

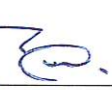
Table J. L7		The Job Classification Standards Table for the positions of the Deputy Director as assigned to Band J and Leadership pathway Level L7.			
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level 7 Factor Descriptors (Jobs requiring varied degree of leadership, supervision 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/	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 Director Deputy Secretary, OPSC Deputy CIO Secretary, Law Commission Deputy Commissioner of Labour National Security Advisor,
			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.	

	Project roles, managed directly or through team leaders	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.	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.	

Signed this 17th day of December, 2024.

Saby Natonga
Chairman



Rosemary Leona
Member



Nigel T. Malosu
Member

Effective as of date of determination.

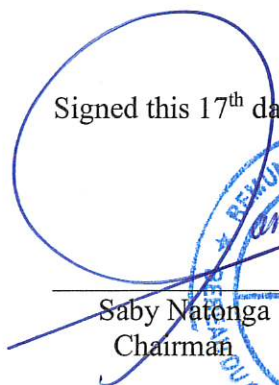


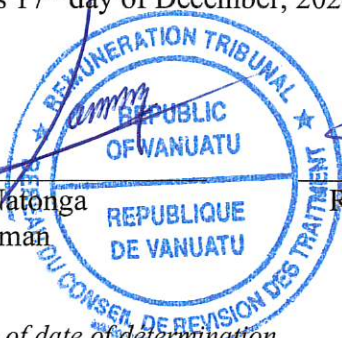
PART 5. THE SALARY STRUCTURE FOR THE POSITIONS OF DIRECTOR AND DEPUTY DIRECTOR


[GRT Determination 7 of 2024: The Salary Structure Table for the positions of Director, as assigned to the Leadership career pathway Level L8 Band K, and the Deputy Director, as assigned to the Leadership pathway Level L7 Band J.]

Determination 7 of 2024:						
Table 5 – The Salary Structure for the positions of Directors (DIR) and Deputy Directors (DDR)						
VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL						
PUBLIC SERVICE COMMISSION – DIRECTOR AND DEPUTY DIRECTOR						
PERFORMANCE-BASED SALARY STRUCTURE						
Band	Score	Class	Level	Grade	Annual Salary	Range
K	773	DIR 3	L8	DIR 3.2	6,675,300	Maximum
	762			DIR 3.1	6,418,250	Minimum
	752	DIR 2	L8	DIR 2.4	6,161,200	Maximum
	740			DIR 2.3	5,904,120	
	730			DIR 2.2	5,647,000	
	719			DIR 2.1	5,390,000	Minimum
J	730	DDR 1	L7	DDR 1.6	5,360,000	Maximum
	719			DDR 1.5	5,137,000	
	708			DDR 1.4	4,850,000	
	698			DDR 1.3	4,794,100	
	687			DDR 1.2	4,738,160	
	676			DDR 1.1	4,682,250	Minimum

Signed this 17th day of December, 2024.


Saby Natonga
Chairman




Rosemary Leona
Member


Nigel Malosu
Member

Effective as of date of determination.