

**GOVERNMENT OF THE
REPUBLIC OF VANUATU**

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**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

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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 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.

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 7th day of December, 2024.

Saby Natonga
Chairman

Rosemary Leona
Member

Nigel Malosu
Member

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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	<ul style="list-style-type: none"> • 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	

			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	• 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

Rosemary Leona
Member

Nigel T. Malosu
Member

Effective as of 1 December 2024