



**DETERMINATION 19 of 2017 - DETERMINATION ON CLASSIFICATION STANDARD AND SALARY STRUCTURE FOR PERSONS EMPLOYED BY OR APPOINTED TO POSITIONS BY A PRINCIPAL OF A SCHOOL OR A PRINCIPAL OF A POST SCHOOL EDUCATION AND TRAINING CENTER.**

This Determination sets out the classification standard and the salary structure for persons employed as Support Staff in a School Sector or a Post School Education and Training Sector. 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 Support Staff positions by a Principal.
- 1.2.2 This Determination does not apply to Teachers appointed by the Teaching Service Commission.

### 1.3 Effective Date:

- 1.3.1 This Determination takes immediate effect.
- 1.3.2 This Determination supersedes any determination or decision made on the salary of employees appointed by the Principals for Support staff positions.

## PART 2 CLASSIFICATION STANDARDS AND SALARY STRUCTURE

- 2.1 **Classification standards:** The classification standard for the officers stated on Part 12.1 of the Determination is as set out on Table A1 to this Determination.
- 2.2 **Salary Structure:** The salary structure for the officers stated on 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 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, 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 or whose qualification is equivalent to Vanuatu Qualification Framework Level 7 shall be Grade ADM 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:

<b>Position</b>	<b>Maximum Salary (VT.)</b>
Manager	3,739,300
Principal Officer	3,220,900
Senior Officer	2,489,500



**Determination 19 of 2017: Table A1 Classification Standard for a Support Staff of a School or Support Staff of a PSET Institutions.**

**1. Table A1 – Classification Standard for a Support Staff of a School or a PSET Institution**

**SUPPORT STAFF IN A SCHOOL OR A POST-SCHOOL EDUCATION AND TRAINING INSTITUTION**

Grade	Independence and Leadership	Technical Expertise	Managerial Role and Authority	Problem Analysis & Problem Solving	Decision Making	Planning Level
<b>ADM 9</b>	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.
<b>ADM 8</b>	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.
<b>ADM 7</b>	Exhibit leadership with reporting and monitoring expectations.	Expert knowledge of procedures and sound knowledge of field of work discipline with significant experience. Completed competency level equivalent to VQF Level 7 or higher.	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.
<b>ADM 6</b>	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	Ability, to lead strategically, to professionally manage others, and to monitor	Non-standard problems solved through advocacy or analysis.	Operational unit monitored and advice provided. Assist Junior Staffs in decisions. Decision making	Contributes to development and execution of Agency plans.

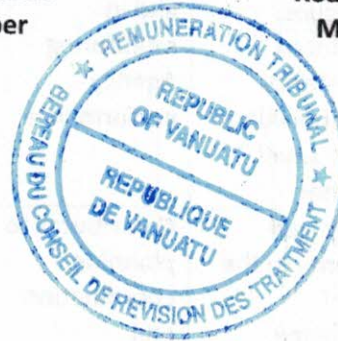
**3.4 Take home pay entitlements:** On and from 1<sup>st</sup> January 2019, a Support Staff of a School or a Support Staff of a Post-School Education and Training Institution will not be entitled to the following Take home pay entitlements: Child, Family or Spouse allowance, Cost of Living allowance, 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



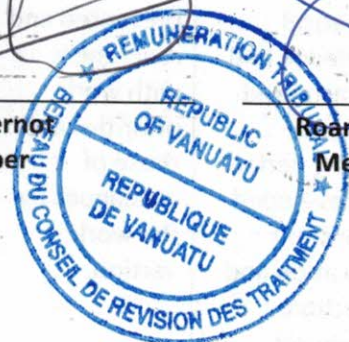
		policy initiatives. Completed competency level equivalent to VQF Level 5 or higher.	financial and employee performance.		governed by agency plan and involved optimum use of available resources.	
<b>ADM 5</b>	Professional work done in accordance with Work plan with some supervision but clear guidance 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.
<b>ADM 4</b>	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.
<b>ADM 3</b>	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 uncomplicated 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.

<b>ADM 2</b>	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.
<b>ADM 1</b>	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 Kernor  
Member



Roan Lester  
Member

Effective as of 1<sup>st</sup> January 2019.



Determination 19 of 2017: Table A2 – Salary Structure for a Support Staff in a School or a PSET Institution.

1. Table A2 – Salary Structure for Support Staff of a School or a PSET Institution

VANUATU GOVERNMENT - GOVERNMENT REMUNERATION TRIBUNAL		
TEACHING SERVICE COMMISSION – HIGH PERFORMANCE BASED CLASSIFICATION SCALE		
SUPPORT STAFF IN A SCHOOL OR A PSET INSTITUTION		
Level	Grade	Salary
ADM 9	ADM 9.4	3,739,300
	ADM 9.3	3,623,500
	ADM 9.2	3,527,600
	ADM 9.1	3,408,300
ADM 8	ADM 8.6	3,220,900
	ADM 8.5	3,135,600
	ADM 8.4	3,029,600
	ADM 8.3	2,863,000
	ADM 8.2	2,787,200
	ADM 8.1	2,693,000
ADM 7	ADM 7.4	2,489,500
	ADM 7.3	2,393,800
	ADM 7.2	2,298,000
	ADM 7.1	2,202,300
ADM 6	ADM 6.4	2,106,500
	ADM 6.3	2,042,700
	ADM 6.2	1,974,600
	ADM 6.1	1,906,500
ADM 5	ADM 5.6	1,815,700
	ADM 5.5	1,755,200
	ADM 5.4	1,694,700
	ADM 5.3	1,634,100
	ADM 5.2	1,573,600
	ADM 5.1	1,513,100
ADM 4	ADM 4.6	1,434,600
	ADM 4.5	1,386,800
	ADM 4.4	1,345,000


	ADM 4.3	1,291,200
	ADM 4.2	1,243,400
	ADM 4.1	1,195,500
<b>ADM 3</b>	ADM 3.4	1,094,600
	ADM 3.3	1,058,000
	ADM 3.2	1,029,600
	ADM 3.1	1,001,300
<b>ADM 2</b>	ADM 2.6	944,600
	ADM 2.5	890,000
	ADM 2.4	839,700
	ADM 2.3	813,500
	ADM 2.2	791,100
	ADM 2.1	768,800
<b>ADM 1</b>	ADM 1.6	723,100
	ADM 1.5	703,200
	ADM 1.4	683,300
	ADM 1.3	663,400
	ADM 1.2	642,800
	ADM 1.1	625,100

2. An Officer, other than an Officer on 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 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 2019.

