



OFFICE OF THE GOVERNMENT REMUNERATION TRIBUNAL

**GRT DETERMINATION 16 of 2024
NOTICE No. ... of 2024**

TEACHING SERVICE COMMISSION

**GRT DETERMINATION ON THE JOB CLASSIFICATION STANDARDS, SALARY
STRUCTURE, AND ALLOWANCES FOR THE POSITIONS OF PRINCIPALS, DEPUTY
PRINCIPALS, HEAD TEACHERS, AND DEPUTY HEAD TEACHERS APPOINTED BY
THE TEACHING SERVICE COMMISSION**

This Determination sets out the Job Classification Standards and Salary Structure for the positions of Principals, Deputy Principals, Head Teachers and Deputy Head Teachers appointed by the Teaching Service Commission. It comprises:

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PART 1 – GENERAL

1.1 Authority:

- 1.1.1 This Determination is issued in accordance with section 13(1) of the Government Remuneration Tribunal Act 1998 [CAP 250]
- 1.1.2 The Tribunal may issue guidance notes from time to time to assist the Teaching Service Commission in the administration of this Determination.

1.2 Application:

- 1.2.1 This Determination applies to a Principal, a Deputy Principal, a Head Teacher and a Deputy Head Teacher appointed by or employed by the Teaching Service Commission.
- 1.2.2 This Determination applies to jobs specified in section 1.2.1 that are assigned to Leadership (Level L2 – Level L8) career pathways of SP10 JobWise® Framework.
- 1.2.3 No other person should be accorded the salary stated on this Determination other than those persons stated on 1.2.1 of this Determination.

1.3 Effective Date:

- 1.3.1 This Determination takes effect as of 1st December 2024.
- 1.3.2 This Determination supersedes any earlier decision made on the salary of Principals., a Deputy Principal, a Head Teacher, and a Deputy Head Teacher.

PART 2 – RULES OF APPLICATION OF DETERMINATION FOR PRINCIPALS

2.1 Setting the Salary

- 2.1.1 The Commission shall determine the work value for the position of the Officer stated on section 1.2.1 of this Determination in accordance with the Job Classification Standards and Salary Structure set out in PART 4 and PART 5, respectively, of this Determination.
- 2.1.2 In determining the work value of the position specified in paragraph 1.2.1, the Commission is expected to exercise prudent business judgement by applying salaries commensurate with the responsibilities and accountabilities of the office as depicted by the Job Classification Standards set out in PART 4 of this Determination.
- 2.1.3 A Deputy Principal or a Deputy Head when acting in the position of Principal or Head of primary school shall be paid the minimum or base salary of that position as determined in Table 5.1.
- 2.1.4 Each salary grade sets the maximum payable for the position level of Principal corresponding to the number of students enrolled.
- 2.1.5 A Teacher when acting on a position stated in paragraph 1.2.1 shall be paid relevant allowance as determined in Table 6.1.

2.1.6 A new person appointed on probation to a vacant or new position specified in paragraph 1.2.1 shall be paid the minimum annual salary (base salary) belonging to the Band for the period of probation. After the probationary period, and subject to Commission approval to permanent status, the person shall be paid the salary corresponding to the enrolment criteria as specified in Table 5.1.

2.2 Adjustment to Salary:

2.2.1 Adjustment to salary for the positions specified in paragraph 2.1.2 shall be made in accordance with school enrolment criteria set out in Salary Structure Table 5.1.

PART 3 – RELATED MATTERS

3.1 Take home pay entitlements:

3.1.1 A Principal or Head Teacher, as specified in section 1.2.1, other than an Acting Principal and a Head Teacher, shall be entitled to (i) a Housing Allowance and (ii) a Child Allowance.

3.1.3 The details on allowances are presented in the GRT Determination 33 of 2024 for Allowances.

Signed this 17th day of December 2024



Saby Natonga
Chairman

Rosemary Leona
Member

Nigel T. Malosu
Member

Effective as of 1 December 2024



PART 4 – THE JOB CLASSIFICATION STANDARDS TABLES FOR THE POSITIONS OF PRINCIPALS AS ASSIGNED TO LEVELS OF THE LEADERSHIP CAREER PATHWAY.

Table K-L8	The Job Classification Standards Table for the positions of Principal Post- Secondary Education Training (PSET) 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 Positions
K	L8 676-773	Function Manager: Leadership of a single function or aspect of a large function where the impact on overall organisation 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 specialised 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"> Principal PSET
			Experience	J. DIVERSE EXPERIENCE The job requires experience in managing and administering a major function or a small / medium organisation, or a major department / brand of a large organisation.	
			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 organisation.	
			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 organisation'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 organisation.	

			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 H-L5						
The Job Classification Standards Table for the positions of Deputy Principal PSET & Principal Senior Secondary as assigned to Band H and the Leadership pathway Level L5.						
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L5 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)			Positions
H	L5 456-520	Team Leader: Team leaders at this level tend to fall into one of the two types: either technical specialists with one or more assigned technical staff, or lower-level specialist with a team of business or technical support staff. Planning, scheduling, and monitoring 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		<ul style="list-style-type: none"> • Deputy Principal PSET • Principal Senior Secondary
			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 10-11 years		
			Complexity	C. DEFINED The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise 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 through diverse and perhaps contradictory cases. Initiative and judgement is necessary in interpretation. In general, level needs research, required extending between 1 – 3 months.		
			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	B. IMPACT Direct impact of a single discretionary decision causes some impact, which can be expressed in vatu terms of hundreds 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 (LOW) Authorises minor expenditure from another person's budget		
			People Management	C. 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 G-L4 The Job Classification Standards Table for the positions of Principal Junior Secondary as assigned to Band G and the Leadership pathway Level L4.					
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L4 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Positions
G	L4 395-455	Supervisor 2: Supervisors at this level tend to be responsible for staff in process-focused or technical support roles. May be responsible for budgets. Emphasis on scheduling, work allocation and monitoring. Responsible for performance reviews and staff training.	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. Requires a command of specialised technical or scholastic skills to analyse, evaluate and interpret a wide range of information and resolve both concrete and sometimes abstract problems and issues. Specialised knowledge with depth in more than one area. -VQF 6-7	•Principal Junior Secondary
			Experience	G. ADVANCED The job requires experience of a broad nature, above that of a skilled operator / technician. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. Thus, it may be necessary to work in harmony with conflicting and diverse activities and usually involves control of resources and people. (5 – 10 years' relevant experience)	
			Complexity	B. PRACTICAL The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	
			Scope	C. INFLUENCING/SUPERVISORY Supervision of others required and / or coordination of resources and process (human / physical / financial), or some degree of influence within the unit.	
			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. Direct impact of a single discretionary decision causes some impact, which can be expressed in watu terms of hundreds of watu. (supervise small team or provides advice)	
			Interpersonal Skills	C. ADVICE/ SUPERVISE (MEDIUM) Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	
			Authority	B. FINANCIAL AUTHORITY (LOW) Authorises minor expenditure from another person's budget	
			People Management	B. STAFF RESPONSIBILITY (LOW) 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	

Table F-L3					
The Job Classification Standards Table for the positions of Deputy Principal Secondary or Centre as assigned to Band F and the Leadership pathway Level L3.					
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L3 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Positions
F	L3 335-394	Supervisor 1: Supervisors at this level tend to be responsible for staff in task focused roles. Likely to be responsible for budget. Emphasis on scheduling, work allocation and monitoring. Responsible for performance reviews and staff training.	Education	H. TERTIARY/ DIPLOMA VQF Level 4-6 Requires 4 – 5 years’ secondary schooling and a further full-time course of study for 2 – 3 years in a technical or specialised field, -VQF 6	<ul style="list-style-type: none"> • Deputy Principal Secondary or Centre School
			Experience	F. SKILLED EXPERIENCE The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, long-term experience, predominantly focused on acquiring the job skills. (2-5 years’ experience)	
			Complexity	PRACTICAL (LOW) The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement	
			Scope	C. INFLUENCING/SUPERVISORY Supervision of others required and / or coordination of resources and process (human / physical / financial), or some degree of influence within the unit.	
			Problem Solving	C. ROUTINE/VARIED (MEDIUM) Much of the work is routine but problems require reference to precedent and / or extensive interpretation of detailed instructions.	
			Freedom to act	C. PROCEDUES (MEDIUM) 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. 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. ADVICE/ SUPERVISE (MEDIUM) Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	
			Authority	A. No authority to commit routine expenditure or capital expenditure, approve loans or extend credit. At the upper level there may be authority to sign external correspondence.	
			People Management	B. STAFF RESPONSIBILITY (LOW) 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.	

Table E-L2 The Job Classification Standards Table for the positions of Head Teacher and deputy Head Teacher as assigned to Band E and the Leadership pathway Level L2.					
Band	Grade & Score	Jobwise Pathway Descriptor	Leadership Career Pathway Level L2 Factor Descriptors (Jobs requiring varied degree of supervision of people, power, and oversight of general management functions)		Positions
E	L2 286-334	Working Supervisor: First level supervisory roles undertaking some of the same duties as those supervised in a working supervisor capacity. Ensures decisions of management are articulated and implemented. Responsible for scheduling, rosters, work allocation and monitor, and performance reviews	Education	H. TERTIARY/ DIPLOMA Requires 4 – 5 years' secondary schooling and a further full-time course of study for 2 – 3 years in a technical or specialised field; -VQF Level 4-6	<ul style="list-style-type: none"> • Head Teacher Primary • Deputy Head Teacher Primary
			Experience	E. PROFICIENT EXPERIENCE The requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities, equipment or general activities that take time to acquire, extending beyond the short-term.	
			Complexity	PRACTICAL (LOW) The application of practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.	
			Scope	C. INFLUENCING/SUPERVISORY Supervision of others required and / or coordination of resources and process (human / physical / financial), or some degree of influence within the unit.	
			Problem Solving	B. ROUTINE Problems are minor. Some individual judgement is required to interpret rules and instructions.	
			Freedom to Act	B. INSTRUCTIONS Detailed instructions are given on a range of tasks, but the jobholder has some freedom to determine the order of tasks to be commenced. Work is closely monitored and checked regularly.	
			Impact of Decisions	B. 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. ADVICE/ SUPERVISE (MEDIUM) Discusses and seeks cooperation from people in other areas of the organisation, and / or has some supervisory responsibility.	
			Authority	B. FINANCIAL AUTHORITY (LOW) Authorises minor expenditure from another person's budget	
			People Management	A. STAFF RESPONSIBILITY There may be a requirement to allocate tasks to others, possibly with limited supervisory responsibilities. (up to 8 Staff)	

Signed this 17th day of December 2024





Saby Natonga
 Chairman

Rosemary Leona
 Member

Nigel T. Malosu
 Member

REPUBLIC OF VANUATU
 REPERESENTATIVE TRIBUNAL
 REPUBLIQUE DE VANUATU
 CONSEIL DE REVISION DES TRAITES

Effective as of 1 December 2024



PART 5 - SALARY STRUCTURE OF POSITIONS FOR PRINCIPALS, DEPUTY PRINCIPALS, HEAD TEACHERS, AND DEPUTY HEAD TEACHERS

TABLE 5.1 – Annual Salary payable to a position of Principal, a Deputy Principal, a Head Teacher and a Deputy Head Teacher.

VANUATU GOVERNMENT - REMUNERATION TRIBUNAL					
TEACHING SERVICE COMMISSION – SALARY STRUCTURE FOR OFFICERS APPOINTED TO LEADERSHIP CAREER PATHWAY IN EDUCATIONAL INSTITUTIONS					
PRINCIPALS, DEPUTY PRINCIPALS, HEAD TEACHERS, AND DEPUTY HEAD TEACHERS					
SCHOOL LEADERSHIP				School Enrolment, that is, Number of Students enrolled	Annual Salary
POSITION LEVEL	VQF Level	Band	Grade		
PRINCIPAL PSET	9	K PAL 8	PAL L 8.4	Equal to or more than 900	6,110,000
			PAL L 8.3	Greater than 600 but less than 899	5,764,000
			PAL L 8.2	Greater than 300 but less than 599	5,430,000
			PAL L 8.1	Less than 299	5,100,000
DEPUTY PRINCIPAL PSET	8	H DPL 5	DPL 5.4	Equal to or more than 900	3,814,000
			DPL 5.3	Greater than 600 but less than 899	3,696,000
			DPL 5.2	Greater than 300 but less than 599	3,599,000
			DPL 5.1	Less than 299	3,477,000
PRINCIPAL - SENIOR SECONDARY & TERTIARY SCHOOL - ECCE+(1-6)+JSS(7- 10)+(11-14)	8	H PAL 5	PAL L 5.4	Equal to or more than 1,050	4,777,000
			PAL L 5.3	Greater than 900 but less than 1,049	4,534,000
			PAL L 5.2	Greater than 750 but less than 899	4,291,000
			PAL L 5.1	Greater than 600 but less than 749	3,400,000
DEPUTY PRINCIPAL – SENIOR SECONDARY & TERTIARY SCHOOL ECCE+(1-6)+JSS(7- 10)+(11-14)	7	F DPS 3	DPS L 3.4	Equal to or more than 1,050	2,920,000
			DPS L 3.3	Greater than 900 but less than 1049	2,843,000
			DPS L 3.2	Greater than 750 but less than 899	2,746,000
			DPS L 3.1	Greater than 600 but less than 749	2,638,000
PRINCIPAL - JUNIOR SECONDARY SCHOOL ECCE +	8	G	PAL 4.4	Greater than 450 but less than 599	3,300,000

(1-6) + JSS (7-10)		PAL 4	PAL 4.3	Greater than 300 but less than 449	3,199,000
			PAL 4.2	Greater than 150 but less than 299	3,091,000
			PAL 4.1	Equal to or Less than 149	2,967,000
DEPUTY PRINCIPAL – JUNIOR SECONDARY SCHOOL ECCE + (1-6) + JSS (7-10)	7	F	DPJ L 3.4	Greater than 450 but less than 599	2,539,000
			DPJ L 3.3	Greater than 300 but less than 449	2,442,000
		DPJ 3	DPJ L 3.2	Greater than 150 but less than 299	2,344,000
			DPJ L 3.1	Equal to or Less than 149	2,246,000
HEAD TEACHER PRIMARY SCHOOL ECCE+ (1-6)	6	E	PAL 2.4	Equal to or more than 150	2,335,000
			PAL 2.3	Greater than 100 but less than 149	2,289,000
		PAL 2	PAL 2.2	Greater than 50 but less than 99	2,244,000
			PAL 2.1	Equal to or Less than 49	2,200,000
DEPUTY HEAD TEACHER PRIMARY SCHOOL	6	E	DPL 2.4	Equal to or more than 150	2,101,500
			DPL 2.3	Greater than 100 but less than 149	2,060,100
		DPL 2	DPL 2.2	Greater than 50 but less than 99	2,019,600
			DPL 2.1	Equal to or Less than 49	1,980,000

Signed this 17th day of December 2024


 Saby Natonga
 Chairman


 Rosemary Leona
 Member



Effective as of 1 December 2024


 Nigel T. Malosu
 Member



PART 6 – ALLOWANCES FOR PRINCIPALS

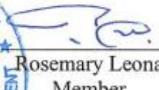
6.1.1 The amount paid as allowance for school leadership positions levels stated in Table 6.1 shall be determined based on the nature of the school structure and the number of students enrolled as also specified in the table.

6.1.2 Those Teachers appointed to positions specified in paragraph 1.2.1 by the Teaching Service Commission shall be paid relevant allowance as set out on Table 6.1.

TABLE 6.1: Annual Allowance Structure for School Leadership positions.

VANUATU GOVERNMENT - REMUNERATION TRIBUNAL			
TEACHING SERVICE COMMISSION – SCHOOL LEADERSHIP LEVELS ALLOWANCE STRUCTURE			
SCHOOL LEADERSHIP		School Enrolment, that is, Number of Students enrolled	Annual Allowance
POSITION LEVEL	Band		
PRINCIPAL PSET	APA 8	Not applicable	300,000
DEPUTY PRINCIPAL PSET	APA 7	Not applicable	300,000
PRINCIPAL - SECONDARY & TERTIARY SCHOOL YEARS 7-14	APA 6	Equal to or Greater than 600	300,000
PRINCIPAL - SECONDARY SCHOOL YEARS 7-12	APA 5	Up to 599	240,000
DEPUTY PRINCIPAL - SECONDARY & TERTIARY SCHOOL	APA 4	Equal to or Greater than 600	180,000
DEPUTY PRINCIPAL - SECONDARY SCHOOL	APA 3	Up to 599	150,000
HEAD TEACHER PRIMARY SCHOOL	APA 2	Not applicable	150,000
DEPUTY HEAD TEACHER PRIMARY SCHOOL	APA 1	Not applicable	120,000

Signed this 17th day of December 2024

Saby Natonga
Chairman

Rosemary Leona
Member




Effective as of 1 December 2024



Nigel T. Malosu
Member