

Annex 1- Amendments to the PSC Guidelines

1. Internal Filling of Vacancies

- 1.1 The recent amendments to Clause 6.3 of the OMRS, Clause 5.5 of the Job Evaluation and Civil Service Remuneration Guideline, and Clause 4.1 of the Performance Management Framework highlight the policy that vacant positions, either substantive or temporary, may be filled internally first and then advertised externally. However, this is subject to obtaining approval from the relevant Permanent Secretary, as well as the agreement of the Minister responsible for the Ministry, for both internal and external recruitment. If a suitable internal candidate is not found, the vacancy must first be advertised within the civil service, through an internal advertisement and closed merit selection (expression of interest). Should this internal process fail to identify a suitable candidate, then the vacancy should be addressed externally in line with Open Merit Recruitment and Selection process, which involves initiating the standard advertising procedure.

1.1.1 Open Merit Recruitment and Selection Guideline

Clause 6.3: All vacant positions (both substantive and temporary) will be advertised for a minimum period of five working days, through the means deemed appropriate with regard to the location, term of the position and the knowledge, experience, skills and abilities required to perform the duties of the position.

Amendment to 6.3: All vacant positions, whether substantive or temporary, should be advertised externally only if they cannot be filled internally within the Ministry. This internal filling can be done through promotion, or within the Civil Service through an internal advertisement and closed merit selection process (expression of interest). If internal attempts to fill the position are unsuccessful, it must then be advertised externally in accordance with the Open Merit Recruitment and Selection Guidelines.

New Clause

Clause 10.10: Alternate Talent Pool: Should there be a suitable candidate in the Talent Pool, derived from the merit list, they will be recognized and appointed to a suitable position for any vacancies within the designated salary bands. This appointment shall be made in agreement with the candidate and is subject to approval by the respective Minister concerned.

To implement the process of appointing a candidate from the Alternate Talent Pool as described, a set of criteria or measures should be established ensuring a fair, transparent, and effective selection process.

Qualification Verification: Confirm that the candidate's qualifications match the requirements of the vacant position. This includes educational credentials, professional certifications, and relevant training.

Experience Assessment: Evaluate the candidate's work experience to ensure it aligns with the job's responsibilities. Prioritize candidates with experience that directly correlates with the specific role.

Skill Matching: Match the candidate's skills with the job description. This includes both hard skills (technical abilities) and soft skills (communication and leadership).

Merit List Ranking: Consider the candidate's position and score on the merit list, giving priority to those who rank higher, indicating a strong alignment with the required competencies and qualifications.

Salary Band Alignment: Ensure the candidate's salary expectations align with the designated salary bands for the position. This includes considering their current compensation if they are an internal candidate.

Reference Checks: Conduct thorough reference checks to validate the candidate's qualifications, experience, and performance.

Ministerial Approval: Obtain approval from the respective Minister concerned. This should involve submitting a detailed justification for the appointment, including how the candidate meets the established criteria.

Candidate Agreement: Ensure the candidate is willing and ready to accept the position. This includes agreement on terms of employment, salary, and start date.

Compliance with Policies and Regulations: Ensure that the entire process complies with relevant HR policies, Civil Service Regulations, and Employment Laws. (Subject to consideration by PSC)

1.1.1 Performance Management Framework

Clause 4. Step Movements and Performance Payments During Transition

Clause 4.1: No step movements or performance payments will be payable whilst these transition arrangements are in place

Amendment to Clause 4.1: The Permanent Secretary may consider step movements provided that funds are available, satisfactory assessment and with the agreement of the Minister responsible for the Ministry.

1.1.2 Job Evaluation and Civil Service Remuneration Guideline

Clause 5.5: Where the job evaluation recommends a change to the level of the position, in accordance with the Open Merit Recruitment and Selection Guideline, the position must be advertised.

Amendment to Clause 5.5: When a job evaluation indicates a change in the level of a position, it can be filled either by promoting an existing employee or through an internal advertisement and closed merit selection (expression of interest). This process involves advertising the position internally within the Civil Service, based on the recommendation of either the Director or Team Leader. The internal and external filling of the position requires the approval of the Permanent Secretary with the agreement of the Minister responsible for the Ministry. If the position remains unfilled after this internal process, it should then be advertised externally in line with the Open Merit Recruitment and Selection Guideline.