

# CIRCULAR 10/2023

**From:** Acting Permanent Secretary for Civil Service      **Phone:** 8924320  
**To:** All Permanent Secretaries      **Date:** 14 March 2023  
**Subject:** **Fiji Civil Service Job Evaluation**      **File Ref:** 14/4

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- 1.0 Please be advised that the Job Evaluation Leadership Team (JELT) meeting is scheduled for 29 March 2023.
- 2.0 All submissions are to be made to the JELT by **23 March 2023**. The job evaluation process and documentation requirements are outlined in the Job Evaluation Manual 2023 included as Annex1.
- 3.0 As per the manual, we request that the Ministries please take note of the following:
  - Soft copies of the job documentation including the SP10 excel moderation sheet should be submitted to the JELT secretariat at [mcsjelt.fj@gmail.com](mailto:mcsjelt.fj@gmail.com) before the close of business on 23 March 2023. Hard copies should be dispatched accordingly.
  - Evaluations must be conducted at Ministry level prior to submission to JELT. Trained and accredited evaluators across the service should be encouraged to participate in evaluations and released by Permanent Secretaries to fulfill this aspect of their corporate duties. A current list of trained and accredited evaluators is included as Annex 2 for your reference.
  - Submissions must be signed off by the respective Permanent Secretary.
  - Given that budget preparation is underway, all positions that need evaluation and moderation must be aligned to the budget submissions and submitted to the JELT on the given timelines.
  - Late submissions will NOT be processed. In exceptional circumstances, JELT may consider evaluations submitted outside of the usual quarterly timelines, however, Ministries must include the necessary justifications through a signed memorandum by their respective Permanent Secretaries.
- 4.0 The Job Evaluation Master List as at December 2022 will be sent via email to HR focal points in the Ministries.
- 5.0 Moving forward, to ensure alignment of positions to Ministerial portfolios as well as better configuration between the JE Master List and the HRMIS and other relevant establishment documents, the HRMIS team will be reaching out to individual Ministries to undertake a

cleansing exercise.

6.0 The content of this Circular must be brought to the attention of all responsible officers in your Ministries/Department.

7.0 We look forward to your ongoing cooperation.



Parmesh Chand (Mr)

**Acting Permanent Secretary for Civil Service**