





Date of update	Section	Nature of update
August 2024	7.1	<p>The text in <i>italics</i> was added to paragraph 6, bullet 2:</p> <p>“Retired public officers and retired public employees may also be engaged as persons of trust <b>in the same public service salary scale</b> at which they had retired, <i>capped at Scale 3.</i>”</p> <p>The text in <i>italics</i> was added to paragraph 9:</p> <p>“Persons of Trust may be engaged to fill other specific positions as listed hereunder, only for those positions for which calls for applications have been issued and were unsuccessful in recruiting suitable candidates, <i>and which are considered priority.</i> Their engagement must conform with the eligibility criteria that determine the qualification and experience required for the level of the position/salary scale <i>and as per pay packet and approved salary structure as determined by the call issued. Albeit, a permanent secretary after a confirmation by the People &amp; Standards Division, may approve a temporary departure from the eligibility criteria replacing qualification level with experience if a call has repeatedly been unsuccessful.</i> The calls for such positions, albeit temporarily being filled by persons of trust, will continue to be published <i>regularly in line of the benchmarked eligibility criteria required,</i> until such time that the positions are filled through normal recruitment process. The duration of the contract of the persons of trust for such positions will be back-to-back until the position is filled and not more than one year. <i>Approvals for renewals will be by the Permanent Secretary after consultation with the People &amp; Standards Division.</i> A renewal of the contract may be confirmed until a position is filled. The person of trust contract will in all cases be terminated once a position is filled.”</p> <p>The text in <i>italics</i> was added to paragraph 12:</p> <p>“The contractual period during which such employees <i>in these two categories</i> are so engaged shall be deemed as construing grounds for release from their substantive grade or position on grounds of public policy and shall hence be reckonable as service in the grade or position.”</p> <p>The text in <i>italics</i> was added to paragraph 13:</p> <p>“Ministries may engage as Person of Trust for the purpose of fulfilling the following functions:</p> <ul style="list-style-type: none"> <li>• <b>Advisors</b> - For advisory on managerial, technical and/or ancillary functions <i>(dependant on funds being available)</i></li> <li>• <b>Other specific positions</b> for technical and/or ancillary functions <i>as indicated previously</i> (excluding top management and the next lower level of management in Public Entities who are not to be considered as Persons / Positions of Trust). <i>These positions will not have executive powers, and will require the endorsement of their head of their department when required for a management level.</i>”</li> </ul>

		<p>The text in italics was added to paragraph 14:</p> <p>“Ministries may engage as Persons/Positions of Trust for the purpose of fulfilling the following functions:</p> <ul style="list-style-type: none"> <li>• <b>Secretariat Staff</b> - to serve in the Private Secretariat of Ministries, Parliamentary Secretaries and other designated Offices;</li> <li>• <b>Policy Consultants – <i>invariably</i></b> for political and strategic advice. A Policy Consultant forms part of the Strategic and Priorities Unit within the respective Ministry.”</li> </ul> <p>A new paragraph (para. 17) was included after paragraph 16:</p> <p>“Policy Consultants engaged as Positions of Trust will invariably not be in the same Ministry where the Public Officer is engaged.”</p> <p>The text in italics was added to the penultimate paragraph:</p> <p>“The role and duties of Policy Consultants, Advisors and other persons engaged on a trust basis will not enjoy executive powers on government matters and personnel. <i>Their roles will be as defined in the policy and the related job descriptions.</i>”</p> <p>The following text was included at the end of Section 7.1:</p> <p>“Positions of Trust cannot have an Advisor position.</p> <p>The hours given on contracts to Advisors and other positions excluding Secretariat Staff are capped at 40 hours across the Public Administration. An extension may only be granted with due justification by the Office of the Prime Minister through the Head of Secretariat.</p> <p>All persons engaged on a trust basis, including Policy Consultants and Advisors, are to be guided by the Code of Ethics and Directive 16 in terms of Conflict of Interest as well as other directives issued by the Principal Permanent Secretary.”</p>
	7.2	<p>The text in <i>italics</i> was added to paragraph 3:</p> <p>“Requests by line ministries for the engagement of Positions of Trust as Policy Consultants invariably require the approval of the Principal Permanent Secretary. Such requests are to be submitted by the line Permanent Secretary, as endorsed by the respective Minister to the Management Support Directorate, OPM, for the necessary action <i>prior to contracts being issued</i>. As regards Secretariat positions, vide 7.7.1 below.”</p> <p>The text in <i>italics</i> was added to paragraph 4, bullet 1:</p> <p>“In the case of Positions of Trust the <i>written</i> approval by the Principal Permanent Secretary”</p>
	7.6.1	<p>The text in <i>italics</i> was added to paragraph 1:</p> <p>“As stipulated in the policy that regulates the engagement of persons/positions of trust (<b>vide section 7.1 - 7.5</b>), Ministries can, from time to time, engage Policy Consultants in different areas that fall under their remit <i>only for the purpose of political and strategic advice</i>. These consultants would form part of the Unit known as STRATEGIC AND</p>

		<p>PRIORITIES UNIT (SPU). The role of a Policy Consultant is purely one of consultancy.”</p> <p>The text in <i>italics</i> was added to paragraph 3, bullet 3: “The Prime Minister can increase the number of Policy Consultants on the Ministry’s request <i>with due justification tied to specific projects and tasks.</i>”</p> <p>The text in <i>italics</i> was added to paragraph 3, bullet 5: “Policy Consultants engaged on the basis of Person of Trust should be given a contract for the period of one year, with the possibility of it being extended yearly <i>with due approval</i>. Retired Public Officers and Public employees will be offered a one-year contract which may be automatically renewed each year thereafter for up to three years. Further extensions may then be given when justification is provided and approved. Retired Public Officers and Public Employees may opt for a one-year contract (Ref 7.3).”</p> <p>The text in <i>italics</i> was added to paragraph 3, bullet 6: “In the case of Policy Consultants engaged on a Position of Trust basis, their contract is to be drawn up for a period of three years, which can also be extended. In every case, this is to be done <i>in line with Fixed Term Regulations and</i> without expectation of employment on an indefinite contract. <i>Invariably Policy Consultants engaged as Position of Trust will not be allowed in the same Ministry and require the approval of the Principal Permanent Secretary.</i>”</p> <p>The text in <i>italics</i> was added/updated in paragraph 3, bullet 9: “The highest remuneration that a Policy Consultant can receive is tied to scale 3 of the salary scales of the Public Service. A retired Public Official who is engaged as a Policy Consultant <i>is not to</i> be paid in excess of the grade at which s/he retired, <i>albeit not higher than Scale 3</i>. A person engaged as a Policy Consultant who is not a Public Official should be paid on the basis of the eligibility criteria that determine the qualifications and experience needed for the level of the position at which the person is being employed.”</p> <p>The text in <i>italics</i> was updated in paragraph 3, bullet 10: “A Policy Consultant is also entitled to a Communications Allowance, to a maximum of €1,600 p.a.”</p> <p>The text in <i>italics</i> was added in paragraph 3, bullet 11: “In particular cases, a Policy Consultant can be given a car allowance that will be <i>capped as follows</i>:</p> <ul style="list-style-type: none"><li>a. A Policy Consultant who works up to 20 hours per week: €2,320 p.a.</li><li>b. A Policy Consultant who works between 21-40 hours per week: €4,659 p.a.<sup>1</sup></li></ul> <p><sup>1</sup> <i>In cases where a Policy Consultant/Advisor has approval to exceed the 40 hours, the car allowance will invariably not exceed €4,659 in total in the contracts approved.</i>”</p>
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		<p>The following final bullet was added to paragraph 3:</p> <p>“A Policy Consultant/Advisor may only have contracts in various ministries not exceeding the full time equivalence of 40 hours, and allowances capped at the maximum of a full time equivalence indicated above. This unless the hours are extended and approved by the Prime Minister through his Head of Secretariat by not more than 20 hours. This shall apply for other contracts.”</p>
	7.7.4	<p>One (1) new position of Head of Government Events in Scale 5 was added to Table 1.</p> <p>The number of positions of Co-ordinating Officer was reduced from four (4) to (3) in Table 1.</p>
	7.7.7	<p>A new sub-paragraph (c) added:</p> <p>“A Public Officer/Public Sector Employee who is identified to occupy the position of Head of Secretariat in the Office of the Prime Minister(Scale 2) or Head of Secretariat at the Office of the President (Scale 4), in view that the appointment is considered as being on Grounds of Public Policy, will retain as a total the current higher salary package, if applicable, with the authority and approval of the Prime Minister.”</p>
	7.8.5	<p>The text in <i>italics</i> was added to sub-paragraph g (vii):</p> <p>“All years of service in Secretariat positions will be reckonable, even pre-onset of public officer status. Thus, persons who were employed from outside the Public Service to serve in Secretariat positions, and subsequently were appointed public officers in terms of existing procedures, will benefit from the above provisions once they have successfully completed the probationary period attached to their Public Service appointment. <i>Hence, upon confirmation of appointment, they will be entitled to tenure with effect from their initial date of appointment as Public Officers or on completion of four (4) years’ service in a Secretariat position, whichever is the later.</i></p> <p>Furthermore, in case of a break of service in between Private Secretariat positions, the service prior to termination from the Public Service, is also reckonable subject that any break of service does not exceed a one-year period”.</p> <p>The text in <i>italics</i> was added to sub-paragraph g (viii):</p> <p>“<i>The tenure in respect of the above is confirmed only</i> subject that the complements established in this Manual are not exceeded.”</p>
	7.8.9	<p>The text in <i>italics</i> was added to the first paragraph:</p> <p>“Given that the staff in Secretariats are invariably working under pressure, all staff are entitled <i>either to a disturbance allowance or to a secretariat allowance in lieu of overtime</i> (see <b>Appendices B to D</b>).”</p>

	7.8.11	The text in <i>italics</i> was added to the first sentence:  “All Secretariat employees are required to conform to the provisions of Directive 16 in respect of Conflict of Interest, Code of Ethics for Public Officers or any other Code of Ethics as prescribed by law as the case may be.”
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### **Appendix A**

Scale	€
1	50,356
2	46,947
3	43,542
4	40,145
5	36,378
6	34,204
7	32,043
8	30,100
9	28,273
10	26,532
11	24,894
12	23,360
13	21,880
14	20,439
15	19,053
16	17,708
17	16,423
18	15,154
19	13,975
20	12,841

The salaries for 2021 – 2024 are as defined in the Appendix A of the Current Collective Agreement for the Public Service and which will be updated on the 1 January 2025 in line with the new Collective Agreement for Public Officers. Cash payments as listed in the current CA will also be paid where applicable.

### **Appendix B** (all appendices are reproduced in full hereunder)

#### **PRIME MINISTERS’ SECRETARIAT**

Position	Complement	Maximum Secretariat Scale	Disturbance/ Allowance in lieu of overtime	Bonus for overtime in excess of 46 hours	Other Benefits
Head of Secretariat	1	Scale 2	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone, and an additional allowance of €5,000

Head Government Communication	1	Scale 3	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone, and an additional allowance of €2,000
Head Government Customer Care	1	Scale 4	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone, and an additional allowance of €1,630.56
Deputy Head of Secretariat	1	Scale 4	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone, and an additional allowance of €1,630.56
Private Secretary	1	Scale 4	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone, and an additional allowance of €1,630.56
Personal Secretary	1	Scale 4	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone, and an additional allowance of €1,630.56
Head of Government Events	1	Scale 5	25% of basic salary		Car allowance of €1,864 and a Telephone allowance of €1,165
OPM Co-ordinating Officer	3	Scale 6	20% of basic salary		Car allowance of €1,864 and a Telephone allowance of €1,165
OPM Secretariat Officer	10	Scale 9	20% of salary scale 10	Max of €1,514.50	
Secretariat Pool	6	Scale 13	20% of salary scale 14	Max of €1,514.50	
OPM Senior Secretariat Messenger	1	Scale 11	20% of salary scale 12	Max of €1,514.50	
Secretariat Messenger/Charwoman	8	Scale 14	20% of salary scale 14	€1,514.50 *	
Personal Driver/Security Officer	2	Scale 14	35% of salary scale 14		

\*Additional pay according to para 3.5.2.

## GOVERNMENT COMMUNICATIONS UNIT

Position	Complement	Maximum Govt. Salary Scale	Disturbance/Allowance in lieu of overtime	Bonus for overtime in excess of 46 hours	Other Benefits
Advisor	4	As per manual	10 to 15% disturbance only when approved by HoS		As per template contract as approved by PS
Senior Co-ordinator	1	Scale 6	25% of Salary Scale 6		Allowance of €815 and free telephone Use of fully expensed car or allowance
Co-ordinator	3	Scale 7	25% of salary scale 7		Telephone



					allowance of €815
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## CENTRAL GOVERNMENT CUSTOMER CARE UNIT

Position	Complement	Maximum Govt. Salary Scale	Disturbance/Allowance in lieu of overtime	Bonus for overtime in excess of 46 hours	Other Benefits
Customer Care Assistant	18	Scale 11	20% of salary scale 11	€116.50 per 4 weeks	

## CENTRAL PQ UNIT

Position	Complement	Maximum Govt. Salary Scale	Disturbance/Allowance in lieu of overtime	Bonus for overtime in excess of 46 hours	Other Benefits
Co-ordinator	1	Scale 7	25% of salary scale 7		
Officer	1	Scale 11			

## APPENDIX C (reproduced in full hereunder)

### MINISTERS' SECRETARIAT

Position	Complement	Maximum Secretariat Scale	Disturbance/Allowance in lieu of overtime	Bonus for overtime in excess of 46 hours	Other Benefits
Head of Secretariat	1	Scale 3	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone and an additional allowance of €€1,630.56
Private Secretary	1	Scale 5	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone
Customer Care Officer	1	Scale 6	20% of salary scale 6		Car allowance or €4,658.75, free telephone
Communication Secretary	1	Scale 6	20% of salary scale 6		Car allowance of €4,658.75, free telephone
Assistant Private Secretary	1	Scale 7	25% of salary scale 7		Full use of office car or transport allowance of €4,658.75, free telephone
Ministry Co-ordinating Officer	2	Scale 7	20% of salary scale 7		Car allowance of €1,864 and a telephone allowance of €524.23
Secretariat Officer	4	Scale 10	20% of salary scale 10	Max. of €1,514.50	
Secretariat Pool	3	Scale 13	20% of salary scale 14	Max. of €1,514.50	
Secretariat Messenger/Charwoman	3	Scale 14	20% of salary scale 14	Max. of €1,514.50	
Personal Driver/Security Officer	2	Scale 14	35% of salary scale 14		

## APPENDIX D (reproduced in full hereunder)

### PARLIAMENTARY SECRETARIES' / OTHER DESIGNATED OFFICES SECRETARIAT

Position	Complement	Maximum Secretariat Scale	Disturbance/Allowance in lieu of overtime	Bonus for overtime in excess of 46	Other Benefits
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				hours	
Head of Secretariat	1	Scale 4	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone and an additional allowance of €€1,630.56
Private Secretary	1	Scale 5	25% of basic salary		Full use of office car or transport allowance of €4,658.75, free telephone.
Co-ordinating Officer	1	Scale 7	20% of salary scale 7		Car allowance of €1,864 and a telephone allowance of €524.23
Secretariat Officer	2	Scale 10	20 % of salary scale 10	Max. of €1,514.50	
Secretariat Pool	2	Scale 13	20 % of salary scale 14	Max. of €1,514.50	
Secretariat Messenger/Charwoman	2	Scale 14	20 % of salary scale 14	Max. of €1,514.50	
Personal Driver/Security Officer	2	Scale 14	35% of salary scale 14		





OFFICE OF THE PRINCIPAL PERMANENT SECRETARY  
OFFICE OF THE PRIME MINISTER