

**PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM NO 3 OF 2024**

**FROM : Chief Personnel Officer**  
**TO : Permanent Secretaries**  
**DATE : March 4, 2024**  
**SUBJECT : Changes in the administrative arrangements in respect of contract employment in the Public Service (Standardization of the Communications Function across Ministries)**

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You would recall that by Personnel Department Circular Memorandum dated January 18, 2013, I advised of ‘Changes in the administrative arrangements in respect of contract employment in the Public Service.’ In that circular memorandum, I indicated that the standardisation of job descriptions and job designations in respect of the more common positions in the Clerical/Secretarial, Manipulative, Human Resource, Communications and Legal Streams represented the first phase of the exercise to implement new procedures for the administration of contract employment.

2. I advise that following a review of the Corporate Communications Units/Divisions Structure in the Public Service, the following are to be implemented effective January 11, 2024:

- (i) the title of the units currently performing the corporate communications functions in all Ministries be changed to Communications Unit;
- (ii) the employment, on contract, of the undermentioned staff in the Communications Unit of Ministries, for a period of three (3) years with effect from the date(s) of assumption of duty, on terms and conditions determined by the Chief Personnel Officer and approved by the relevant Minister:
  - One (1) Manager Communications
  - One (1) Senior Communications Officer
  - Two (2) Communications Officers
  - One (1) Web Designer
  - One (1) Content Creation Specialist
  - One (1) Graphic Designer
  - One (1) Animator
  - One (1) Photographer
  - One (1) Videographer/Editor
  - One (1) Multimedia/Social Media Officer
  - One (1) Audio Visual Officer
  - One (1) Business Operations Assistant II
- (iii) persons employed, on contract, in previously approved communications positions in Ministries be allowed to complete the remaining periods of their contract;

- (iv) the non-utilization of previously approved communications contract positions in Ministries, that have not yet been advertised and/or filled as of January 11, 2024;
- (v) the non-utilization of the remaining life in previously approved communications contract positions in Ministries that have been partially utilised but are now vacant.

3. As a consequence, the positions listed at paragraph 2 have been standardised and relevant salaries, allowances and other terms and conditions have been established. In this regard, where persons are employed, on contract, in a Communications Unit on or after January 11, 2024, the following shall apply:

- (i) the approved standardised job descriptions at **Appendix I**, which outline the approved job titles, duties and responsibilities, and knowledge, skills and abilities required; and
- (ii) salaries, allowances and other terms and conditions at **Appendix II**, which have been approved for the various positions, to be applicable to all persons employed, on contract, in the positions identified in the standardised job descriptions at **Appendix I**.

4. With the establishment of salaries, allowances and other terms and conditions of employment applicable to the standardised communications job category across Ministries, such positions will not be subject to negotiations with the Chief Personnel Officer. **Consequently, in advertising any of the positions listed in Appendix I, no undertaking is to be given for terms and conditions to be negotiated.**

5. The approved salaries and other terms and conditions set out in **Appendix II** apply only to persons, on contract, on or after January 11, 2024, who satisfy **all** the requirements set out in the relevant job descriptions, that is, individuals must possess the specified minimum experience and training as well as the stated knowledge, skills and abilities. It is the responsibility of each Ministry to ensure that qualified persons only are selected for the positions, and the approved salaries, allowances and other terms and conditions of employment are utilised.

6. In the event that, immediately on completion of his/her current contract, an individual is employed in the same or similar position as mentioned in paragraph 2, and under his/her previous contract, he/she **was in receipt of a salary approved by the Chief Personnel Officer** which is higher than that payable under the terms of this Circular, that individual shall retain the higher salary as personal to him/her for the duration of his/her contract. Should the salary of the contract position overtake his/her personal salary at any time during the period of his/her employment, on contract, he/she shall be paid the salary applicable to the position.

7. Further, Permanent Secretaries are reminded that they are responsible for the preparation and execution of contracts for the employment of persons in their respective Ministry. Samples of the relevant Contracts and Schedules to be utilised are attached to Personnel Department Circular Memorandum dated January 18, 2013 at paragraph 1. Kindly note carefully the differences between the various samples and ensure that the appropriate one is utilised in dealing with the particular case involved. Further, I emphasize that no

amendments are to be made to these sample Contracts and Schedules. Rather, Ministries are required to insert the **relevant approved** salary, allowances/facilities and vacation leave eligibility applicable to specific individuals. Similarly, no amendments are to be made either to the standardised job descriptions at **Appendix I** or to the salaries, allowances and other terms and conditions approved for the positions as reflected in **Appendix II**.

8. You are also reminded that where a contract is less than one (1) year's duration, no provision for vacation leave or gratuity is to be included. Further, where public officers have been granted leave of absence without pay on the grounds of public policy to take up employment, on contract, they are not eligible for a gratuity.

9. The application of these new procedures by Ministries would be monitored by the Personnel Department to ensure compliance. Additionally, you are required to submit to the Department, **in PDF format**, copies of **all** contracts of employment executed on or after January 11, 2024, to incumbents in your Communications Unit. These files should be submitted electronically to [cpocontracts@gov.tt](mailto:cpocontracts@gov.tt) within one (1) month of the date of execution of each contract.

10. Kindly bring this Circular to the attention of all persons engaged in the administration of contract employment within your Ministry.



**Chief Personnel Officer**