

# **Policy on the Engagement of Persons/Positions on a Trust Basis (version 3 - 5 August 2024)**

**A. Engagement of Policy Consultants in Ministries**

**B. Engagement of Secretariat Staff**

## 7.1 Guiding Principles

The Policy issued in August 2016, besides introducing new concepts, established a way forward, streamlined and consolidated previous policy directions concerning engagement on a trust basis. This policy excludes staff engaged in Public Sector Entities to which the provisions of Directive 7 do not apply.

It is to be noted that persons occupying the roles of Chief Executive Officers and one management level below to the latter, Chairpersons and board members as well as personnel representing Malta abroad and Ambassadors, and other positions which go through the Parliamentary Committee for Public Appointments are not to be considered as Person/Position of Trust.

Engagement on a trust basis should:

- not be tied to nor carry out duties within a department or entity
- not enjoy executive powers on government matters and personnel.

The respective Permanent Secretary is responsible to ensure that these parameters are strictly observed.

Engagement on a trust basis will primarily be classified in terms of whether the individual concerned is being engaged from outside or within the Public Administration.

Persons who are not public officers may be engaged as **Persons of Trust** and;

- their engagement must conform with the Public Service/Entity eligibility criteria that determine the qualification and experience required for the level of the position/salary scale engaged in;
- Retired public officers and retired public employees may also be engaged as persons of trust **in the same public service salary scale** at which they had retired, capped at Scale 3.

In this regard, specimen contracts for advisors and other specific positions have been drawn up with a view to keeping this categorisation separate and distinct – **Contract templates can be downloaded at the forms and templates webpage of the P&SD site – templates A1 – A4** [LINK](#)

The duration of the contract of a Person of Trust shall be of one-year, renewable yearly. 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). Ministries may engage such individuals on a full or part-time basis. In the light that such engagements are mainly pursued through direct employment and not through selective competition, **persons engaged on a Person of Trust basis are not entitled to the attainment of indefinite status in the position in the Public Service or in the wider Public Sector** – this in terms of the Constitution and of S.L. 452.81 entitled Contracts of Service for a Fixed Term Regulations respectively.

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, and which are considered priority. Their engagement must conform with the eligibility criteria that determine the qualification and experience required for the level of the position/salary scale and as per the pay packet and approved salary structure as determined by the call issued. Albeit, a permanent secretary after a confirmation by the People & Standards Division, may approve a temporary departure from the eligibility criteria replacing qualification level with experience if a call has repeatedly been unsuccessful. The calls for such positions, albeit temporarily being filled by persons of trust, will continue to be published regularly in line of the benchmarked eligibility criteria required, 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. Approvals for renewals will be by the Permanent Secretary after consultation with the People & Standards Division.

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.

Persons of trust may also apply for such calls. Should they be selected through a call for which they previously served as a person of trust, the period of their engagement as person of trust will count towards the probation period established in the call.

Conversely, Public Officers/Employees engaged on a trust basis will be deemed as occupying a **Position of Trust** and shall be regulated by a related three-year, renewable contract. Public Officers/employees have to be temporarily released from their position and normal duties as Public Officers/employees to be allowed to take up a Position of Trust. They are to fully form part of **only two** of the categories listed hereunder which are, Secretariat Staff and Policy Consultants.

The contractual period during which such employees in these two categories 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.

Ministries may engage as Person of Trust for the purpose of fulfilling the following functions:

- **Advisors** - For advisory on managerial, technical and/or ancillary functions (dependant on funds being available)
- **Other specific positions** for technical and/or ancillary functions as indicated previously (excluding top management and the next lower level of management in Public Entities who are not to be considered as Persons / Positions of Trust). These positions will not have executive powers, and will require the endorsement of their head of their department when required for a management level.

Ministries may engage as Persons/Positions of Trust for the purpose of fulfilling the following functions:

- **Secretariat Staff** - to serve in the Private Secretariat of Ministries, Parliamentary Secretaries and other designated Offices;
- **Policy Consultants - invariably** for political and strategic advice. A Policy Consultant forms part of the Strategic and Priorities Unit within the respective Ministry;

Policy Consultants are regulated by the respective Guidelines (Engagement of Policy Consultants in Ministries – vide Section 7.6 A). Advisors and Other Specific Positions will be engaged on the basis of their expertise/experience in a particular field. The financial package for Advisors has to be within the same parameters as those applicable to Policy Consultants as regulated by the respective section.

The financial package in respect of Other Specific Positions engaged as persons on a trust basis, that are approved after calls for applications proved unfruitful, are to reflect all the pre-requisites, including qualifications, salary and other benefits as previously issued in the calls for such positions.

Policy Consultants engaged as Positions of Trust will invariably not be in the same Ministry where the Public Officer is engaged.

Secretariat Staff are regulated by the respective section (Engagement of Secretariat Staff – vide section 7.7 B)

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. Their roles will be as defined in the policy and the related job descriptions.

Positions of Trust cannot have an Advisor position.

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.

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.

## 7.2 Process for New Engagement

Engagement of Policy Consultants and Secretariat Staff is regulated by the respective Manuals indicated above.

### Persons of Trust

Requests by line ministries for the engagement on a Person of Trust basis as Advisors and Other Specific Positions (technical and/or ancillary functions) invariably require the endorsement of the Minister concerned and approved by the Ministry's Permanent Secretary.

### Positions of Trust

Requests by line ministries for the engagement of Positions of Trust as Policy Consultants **always** 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 prior to contracts being issued. As regards Secretariat positions, vide 7.7.1 below.

### Supporting Documentation

Engagement as Persons of Trust or the renewal of existing definite contracts thereof must be justified. Apart from bearing the respective Minister's endorsement and approval by the Ministry's Permanent Secretary, the following documentation is to be retained at line ministry:

- In the case of Positions of Trust the written approval by the Principal Permanent Secretary;
- Justification in support of the engagement;
- Form as per specimen at Resourcing Form and Templates section of the People and Standards website duly filled with all details and documents attached as required;
- Copy of signed contract;
- Duties that are attributed to the role they are engaged in;
- Key Performance Indicators;
- Curriculum Vitae;
- Police Certificate of Conduct (in the case of individuals outside the Public Administration) - validity of 1 month;
- GP 47 (in the case of Public Officers);
- Service Record Sheet from employing Public Sector Entity (in the case of Public Employees).

The Ministry assumes responsibility for the reliability, accuracy and validity of the information and details being submitted to that effect.

On communication of approval or otherwise of the Principal Permanent Secretary or the Permanent Secretary concerned, as the case may be, the respective Director responsible for Corporate Services will notify the individual and raise the required contract of service on the basis of the specimen contracts A1 - A4, B1 - B3 and C1 - C12 as the case may be.

Copies of the signed Contracts and supporting documentation as outlined above are to be sent as follows:

- the Contractee,
- the Director General (Compliance and Investigations), Office of the Commissioner for Revenue (CfR),
- the Director (Research & Personnel Systems), P&SD, OPM, and
- the Auditor General.

The same signed Contracts are to be sent to:

- the Director (Management Support), Office of the PPS, OPM, in respect of Public Officers/Public Employees engaged as Policy Consultants, and
- the Director (People Resourcing & Compliance), P&SD, OPM, in respect of Secretariat Staff.

In cases where an officer who is engaged on a Person of Trust basis is successful in a call for applications within the Public Service / Public Sector, his contract on a trust basis will then have to be replaced to reflect the provisions applicable to persons engaged on a Position of Trust basis if indeed he/she are part of Secretariat Staff or the Strategic and Priorities Unit. In such instances, a copy of the new contract on a Position of Trust basis would have to be referred to the parties concerned as indicated in the preceding paragraph.

Should there be any changes to the terms and conditions of the original contract except for the three-year term, a new request for engagement is to be referred for approval in line with standing procedures applicable for the engagement of Positions of Trust, as quoted above.

### 7.3 Renewal of Engagements

Three months prior to the lapse of the term of a contract, line management will determine whether the engagement as a Person/Position of Trust is still required and informs the line Permanent Secretary accordingly. In respect of Retired public officers and retired public employees with a one-year contract which may be automatically renewable for three years (as per 7.1), a justification and approval would be required for after the third year.

On the approval of the line Permanent Secretary, the individual concerned will be contacted to confirm whether s/he wishes to remain in employment and give such notice in writing. The individual would also be informed at this point that should the request not be approved, the contract would be considered as terminated.

In cases where the renewal process has not yet been initiated and the term of contract lapses, the said contract will automatically be considered terminated.

In those cases where the renewal is awaiting approval, the contract would remain in force until the formal communication is received.

If the renewal is approved, the term of renewal will be with effect from the date the original contract lapses.

In the case where the engagement on a Position of Trust is not renewed, the contractee's salary will revert to one's substantive grade/position on termination of contract. Conversely, on the termination of engagement of a Person of Trust, the contractee's salary will be suspended.

The basic clauses and terms and conditions as established in the specimen contracts cannot be altered unless a specific request in this regard is made to the Office of the Principal Permanent Secretary through the Management Support Directorate.

All contract renewals due as on date of this revised Policy should be aligned accordingly.

Copies of the Contracts and supporting documentation in the case of renewals are also to be sent as outlined in 7.2.

## 7.4 Conditions and Entitlements

Permanent Secretaries are responsible to ensure that **all** definite contracts regulating engagement as Person/Position of Trust are conformant with this Policy. Failure to draw up and align contracts accordingly may render the said contract null and void for administrative purposes.

## 7.5 Termination of contracts

Contracts entered into with Persons/Positions of Trust engaged in any position may be terminated by Government at any time on one month's notice in writing or a payment of two weeks' salary, or by automatic termination upon the holding of General Elections or in the event of a change of Minister/Parliamentary Secretary.

**If persons eligible as per the respective manual (vide section 7.7B) with this policy and receiving terminal benefits,** which are to be paid in equal instalments of 4 weeks' pay in the subsequent payrolls, and are re-employed by Government or the public sector before the lapse of six months, the amounts due in the following payrolls will cease at that point of re-employment.

Additional conditions pertaining to the termination of contracts of Policy Consultants and Secretariat Staff may be found in the respective manuals (vide Sections 7.6 A and 7.7 B).

Termination of contracts for Other Specific Positions will be by automatic termination once a position is filled through the normal recruitment process as defined above.

On the other hand, contractees on a Person/Position of Trust basis may at any time after expiration of one month from the commencement of their contract, terminate their engagement by giving one month's notice in writing or paying the Government two weeks' salary.

## 7.6 A. Engagement of Policy Consultants in Ministries

### 7.6.1 Guidelines

As stipulated in the policy that regulates the engagement of persons/positions of trust (**vide section 7.1 - 7.5**), Ministries can, from time to time, engage Policy Consultants in different areas that fall under their remit only for the purpose of political and strategic advice. These consultants would form part of the Unit known as STRATEGIC AND PRIORITIES UNIT (SPU). The role of a Policy Consultant is purely one of consultancy.

This Unit is the responsibility of the Head of Secretariat of the particular Ministry. The SPU can, and should, meet under the presidency of the Minister or the Parliamentary Secretary, provided that the Ministry has a Parliamentary Secretariat, or alternatively under a Head of Secretariat in the absence of the other two, so that strategies and priorities on which the particular Ministry can base its work may be set out. The Permanent Secretary of the Ministry concerned should also attend the SPU meetings, as well as the Head of Secretariat of the Parliamentary Secretary should the Ministry also have within it a Parliamentary Secretary.

In cases where a Ministry also has a Parliamentary Secretariat, the latter can also have Policy Consultants attached within it who would form part of the overall number of Policy Consultants that the particular Ministry would engage with it.

- The Office of the Prime Minister is entitled to eight Policy Consultants.
- A Ministry that also has a Parliamentary Secretariat / Secretariats is entitled to two additional Policy Consultants for each Parliamentary Secretary. A Ministry that has no Parliamentary Secretariat is entitled to four Policy Consultants.
- The Prime Minister can increase the number of Policy Consultants on the Ministry's request with due justification tied to specific projects and tasks.
- Policy Consultants should be contracted either on the basis of Person of Trust (persons engaged from outside the service/public sector) or Position of Trust (officer/public employee) according to what the policy regulating the employment of Persons/Positions of Trust lays out.
- 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 with due approval. 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).
- 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 in line with Fixed Term Regulations and without expectation of employment on an indefinite contract. 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.

**A copy of the respective contracts can be downloaded from the "Resourcing Forms and Templates" section of the People and Standards website - templates B1 - B3.**

[download here](#)

- The number of Policy Consultants is calculated in terms of full-time equivalents.
- Policy Consultants engaged on a Position of Trust basis are permissible as long as their contract is not tied with the same ministry from which the employment of the public service officer themselves originates.
- 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 is not to be paid in excess of the grade at which s/he retired, albeit not higher than Scale 3 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.
- In every case, the salary should be negotiated, and to this end the scales of both related and current scales in the Public Service are being provided.

Payment is always calculated on the number of hours worked.

A Policy Consultant is also entitled to a Communications Allowance, to a maximum of €1,600 p.a.

- In particular cases, a Policy Consultant can be given a car allowance that will be capped as follows:
  - a. A Policy Consultant who works up to 20 hours per week: €2, 320 p.a.
  - b. A Policy Consultant who works between 21-40 hours per week: €4, 659 p.a.<sup>1</sup>

There should be a justification for this allowance to be provided.

- In exceptional cases, and after approval by the Prime Minister, a Policy Consultant can be given an Expertise Allowance whose maximum is €20, 000 p.a. and/or an Expense Allowance of not more than €2,000 p.a.
- Before a Policy Consultant's role is confirmed, the Head of Secretariat in the particular Ministry should write to the Head of Secretariat within the Office of the Prime Minister so that the necessary approval is obtained. The remuneration that the Ministry will be giving the Policy Consultant about whom approval is being sought should be indicated. Approval is to be granted both on the engagement and on the remuneration. The contract/s of the Policy Consultant is/are automatically terminated when a general election is held or there is a change in the Ministry/ Parliamentary Secretary without monetary compensation.
- 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.

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<sup>1</sup> 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.

## 7.7 B. Engagement of Secretariat Staff

### 7.7.1 Introduction

The purpose of this document is to define a standard organizational set-up for Ministers' Secretariats. Key roles considered essential for the effective operations of a Secretariat are also highlighted in this document.

Ministers, Parliamentary Secretaries and other designated Offices are expected to observe this manual when establishing their secretariats. All reference to "OPM's approval" is invariably to be understood to mean the approval of the Prime Minister to be obtained through a request submitted to the Head of the Prime Minister's Secretariat. Reference to persons / positions of trust is to be understood as defined in the policy regulating such engagements.

The Minister and his or her Parliamentary Secretaries preferable should be housed in one building to form a co-ordinated team.

### 7.7.2 Ministers' Secretariat Staff

The Prime Minister, Ministers, Parliamentary Secretaries and other designated Offices are entitled to engage a number of officers in their Secretariats, preferably from amongst Government employees. These include a Head of Secretariat with overall responsibility for the Secretariat, a Private Secretary in charge of the administrative functions of the Secretariat, and other middle management, administrative, clerical staff and messengerial staff.

A standard organizational set-up has been defined to ensure that the Prime Minister, Ministers, Parliamentary Secretaries and other designated Offices have the necessary staff to meet anticipated requirements in terms of both political and administrative functions.

These key positions are central to the following four functional areas of responsibility:

1. Prioritization, co-ordination and evaluation of policies;
2. Co-ordination of diary and correspondence including constituency matters;
3. Communication and public relations; and,
4. Office management and logistics.

The persons selected to fill these key positions are to have the necessary background and qualifications to carry out the duties as required for the role they are engaged in.

### 7.7.3 Staffing Levels

The position titles of Secretariat staff, as well as the different complements for each position applicable to the Prime Minister, Ministers, Parliamentary Secretaries and other designated Offices, are captured in the Tables 1, 2 and 3 below.

Appendix A shows the respective salaries.

### 7.7.4 Maximum Staff complement for the Prime Minister's Secretariat

**Table 1**

Position	Secretariat Scale	Complement
Head of Prime Minister's Secretariat	Scale 2	1
Head of Government Communication	Scale 3	1
Head Government Customer Care	Scale 4	1
Deputy Head of Secretariat	Scale 4	1
Private Secretary	Scale 4	1
Personal Secretary	Scale 4	1
Head of Government Events	Scale 5	1
Co-ordinating officer	Scale 6	3
Secretariat Officer	Scale 9	10
Secretariat Pool	Scale 13	6
Senior Secretariat Messenger	Scale 11	1
Secretariat Messenger/Charwoman	Scale 14	8
Personal Driver/Security Officer	Scale 14	2
<b>Total</b>		<b>37</b>

**Table 1A –**

#### Maximum Staff complement for the Government Communications Unit

Position	Government Salary Scale	Complement
Advisor	As per manual	3
Co-ordinator	Scale 7	3
<b>Total</b>		<b>6</b>

#### Table 1B – Maximum Staff complement for the Central Government Customer Care Unit

Position	Government Salary Scale	Complement
Customer Care Assistant	Scale 11	18

#### Table 1C – Maximum Staff complement for the Central PQ Unit

Position	Government Salary Scale	Complement
Co-ordinator	Scale 7	1
Officer	Scale 11	1
<b>Total</b>		<b>2</b>

## 7.7.5 Maximum Staff Complement for Ministers' Secretariats

**Table 2**

Position	Secretariat Scale	Complement
Head of Secretariat	Scale 3	1
Private Secretary	Scale 5	1
Customer Care Officer	Scale 6	1
Communications Secretary	Scale 6	1
Assistant Private Secretary	Scale 7	1
Co-ordinating Officer	Scale 7	2
Secretariat Officer	Scale 10	4
Secretariat Pool	Scale 13	3
Secretariat Messenger/ Charwoman	Scale 14	3
Personal Driver/Security Officer	Scale 14	2
<b>Total</b>		<b>19</b>

## 7.7.6 Maximum Staff Complement for Parliamentary Secretaries' / Other designated Offices' Secretariats

Position	Secretariat Scale	Complement
Head of Secretariat	Scale 4	1
Private Secretary	Scale 5	1
Co-ordinating Officer	Scale 7	1
Secretariat Officer	Scale 10	2
Secretariat Pool	Scale 13	2
Secretariat Messenger/Charwoman	Scale 14	2
Personal Driver/Security Officer	Scale 14	2
<b>Total</b>		<b>11</b>

### 7.7.7 Special Staff Complement Salary Arrangements

- a. In addition when the post has to be filled by a Public Officer/Public Sector employees who is in a salary scale higher than the post identified to be filled, the Prime Minister may approve the appointment of the person at a salary scale higher than the established secretariat scale, as may be the case.
- b. In view of the exigencies and work practices of different Ministries, a Minister, Parliamentary Secretary and other designated Offices may request the Prime Minister's approval to modify the set up of the complement in the tables shown above. These changes should be such as not to unduly upset the salary allocation of the Ministry's Private Secretariat, albeit that a reasonable flexibility in salary scales and other benefits will be allowed, as long as the approved budget is not exceeded and the number of personnel in the respective secretariat remains the same.
- c. 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.

### 7.7.8 Policy Consultants

A number of Policy Consultants may be contracted on the basis of the respective Guidelines (vide section 7.6 A) to prioritise, co-ordinate and evaluate policies and form part of the Strategic and Priorities Unit within each Ministry falling under the responsibility of the Head of Secretariat but separate from the Private Secretariat. Prior approval of the Head of Secretariat at the OPM has to be obtained, after which the arrangements at Section 7.2, regarding Persons on Trust and Positions on Trust, may be proceeded with.

### 7.7.9 Recruitment of Staff

Ministers and Parliamentary Secretaries are to comply with the following manual when recruiting secretariat staff.

## 7.8 Recruitment Guidelines

### 7.8.1 Introduction

All requests for the engagement of staff within Private Secretariats and Strategic & Priorities Unit (SPU) are to be made by the Ministry's Secretariat.

Copies of signed Contracts and supporting documentation concerning the engagement of all Secretariat Staff and Policy Consultants are to be forwarded by the Ministry's Permanent Secretary's Office, after having secured the necessary authorization from the Prime Minister's Head of Secretariat, to:

- the Director (Research & Personnel Systems), P&SD, OPM.

The same signed Contracts are to be sent to:

- the Director (People Resourcing & Compliance), P&SD, OPM in respect of Secretariat Staff, and
- the Director (Management Support), Office of the PPS, OPM in respect of Public Officers/Public Employees engaged as Policy Consultants.

Persons from within the Public Service or Public Sector on part time, whole time, definite or indefinite contracts may all be considered for engagement. Their contract as secretariat employees should follow the template attached for Positions of Trust. Conversely, secretariat employees engaged from outside the public sector should be contracted on a Person of Trust basis as per attached template.

The provisions of Subsidiary Legislation 452.81 (Contract of Service for a Fixed Term Regulations) do not apply in the case of staff in private secretariat defined as on a Position of Trust basis.

### **7.8.2 Public Service Officers**

On confirmation of the request to engage staff from government departments to form part of a Private Secretariat, respective staff will automatically be transferred to take up their new duties within the Private Secretariat. The Permanent Secretary of the receiving Ministry is to furnish the People Resourcing & Compliance Directorate and the Research & Personnel Systems Directorate within P&SD, the NAO and the Gozo Salaries Section with a copy of the respective contract. JobsPlus should be just informed of the move.

Secretariat contracts should be retained in the officer's personal file so that on transfer of the officer, including transfer as a result of movement from one Private Secretariat to another, the receiving Ministry has the officer's whole employment history in file.

It should be noted that all Secretariat positions are pegged to the maximum of the salary scales indicated in the Tables above. Serving public officers recruited into these positions should be paid the salary attached to that position, save for 7.7.7 above. When progression in the substantive post is due, and persons in the Secretariat should be receiving a salary higher than what they are entitled to receive according to the Secretariat post they occupy, their Secretariat salary scale is to be equivalent to that of their substantive post, subject to the approval being granted as per 7.7.7 above.

### 7.8.3 Public Sector Employees

Individuals cannot be recruited from public sector organizations on a secondment basis. Officers selected from such organizations must avail themselves of unpaid leave in order to take on a Secretariat position. However, these officers will retain all seniority and promotion rights as defined in the collective agreements of their current employer organization. For the duration of their employment in a Secretariat, these officers will be paid the salary attached to the secretariat position they are being appointed to, subject also to the provisions of paragraph 7.7.7 (a) above.

### 7.8.4 Recruitment from outside the Public Service and Public Sector

Ministers and Parliamentary Secretaries are permitted to engage individuals from outside the public sector in their Secretariat on a Person of Trust basis. Such persons have to make their own arrangements with their previous employer and shall receive only the emoluments pertaining to their post in the Private Secretariat. [See 4.2] - In cases where such officers are successful in a call for application within the public service/sector their engagement would then have to be reviewed to reflect the provisions applicable to persons engaged on a Position of Trust basis. Copies of such amended contracts are to be forwarded to P&SD.

### 7.8.5 Other Provisions

- a. Head of Secretariat may consider extending specific working arrangements, particularly family friendly measures, to those members of their staff who request them. Such arrangements, which are to be developed in consultation with, and approved by, the Head of Secretariat of the Prime Minister's Secretariat, are to ensure that the highest quality service is maintained, and that remuneration reflects the arrangement entered into.
- b. When a Public Officer is successful in a Call for Application or a Promotion Exercise within the Public Service for which confirmation of appointment is subject to a trial period (probation), the time worked in a Private Secretariat following the appointment shall be considered valid towards the completion of the trial period. The same holds for officers from the Public Sector.
- c. In cases where employees engaged with Private Secretariats have outstanding contracts entered into in respect of sponsored studies, the time worked in the Private Secretariat is to be considered valid towards the honouring of the same contract. This arrangement holds for employees from both the Public Service and the Public Sector.
- d. Officers from the Public Service or Public Sector who were originally employed on a definite contract by virtue of the fact that an objective reason exists in terms of S.L. 452.81, will have their definite contract terminated upon engagement within a Private Secretariat.
- e. Public officers who prior to taking up engagement with a Private Secretariat were eligible to a longer period of sick leave are to retain such eligibility. However, public officers who were entitled to allowances attached to shift work are to cease receiving such allowances.
- f. The contract entered into with persons engaged from outside the Public Service and Public Sector includes a termination benefit of four weeks' pay (based on the last salary received) for every year worked within a secretariat starting from a minimum of twenty-six weeks pay. The benefit is calculated on the total number of consecutive years or part thereof during which the person would have served within a secretariat, even

when there is straddling of different legislatures and / or appointment in different secretariats. The sum, which is payable and divided as required in the following payrolls in amounts of four weeks' pay, is due when a person's contract with the Private Secretariat is terminated due to a change in Government or change in Minister / Parliamentary Secretary. This arrangement does not apply to persons recruited from within the Public Service or from a Public Sector organization, nor to any person who takes up any new position within government immediately on leaving a Secretariat. If a person who is receiving terminal benefits, is re-employed by Government or the public sector before the lapse of six months, the instalments due in the following payrolls will cease at that point of re-employment. This provision supersedes any other document which provides a different direction about the matter.

- g. Public Officers who are serving in positions within Secretariats and other designated Offices, as approved by the PSC (Office of the President, Office of the Principal Permanent Secretary, Cabinet Office and include the Government Communications Unit within OPM, the Central Government Customer Care Unit within OPM, the Central PQ Unit within OPM and the Private Secretariat of the Office of the Speaker of the House of Representatives) are entitled, subject to P&SD and PSC endorsement (vide template 27 at <https://publicservices.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>), to the following tenure arrangements:
- i. Upon completing 4 years' service in such positions in a higher scale in aggregate, they will be tenured as Officer in Grade in the applicable Class/Stream on a personal basis in the salary scale equivalent to the scale attached to the Secretariat position, with tenure being granted retrospectively. Moreover, any periods spent in such positions at different levels, are to be taken in aggregate for the purpose of the computation of the required 4 years for tenure as Officer in Grade in the lower scale. This will be subject that the salary scale of the Secretariat position does not exceed the highest salary scale applicable to the officer's pertinent Classification Agreement.
  - ii. Any period taken as unpaid parental leave (vide point [a] above) will be reckonable as forming part of the number of years required for tenure as Officer in Grade;
  - iii. In those cases where the officer is serving in a Secretariat position tied to a salary scale which exceeds the highest salary scale applicable to the officer's pertinent Classification Agreement, then the officer will be tenured as Officer in Grade in the respective salary scale attached to the Secretariat position in the Senior Public Officers Stream.
  - iv. In the case of officers holding an indefinite Public Service position but not a grade, who are serving in a Secretariat position tied to scale 5 and above, tenure will be made as Officer in Grade in the applicable scale in the Senior Public Officers Stream; if the Secretariat position is tied to scale 6 and lower, tenure will be made as Officer in Grade in the applicable scale.
  - v. If the salary scale attached to the Secretariat position falls within the salary band tied to the officers' substantive grade, the salary scale of the grade will be upgraded to reflect that of the Secretariat position, instead of the officer being designated Officer in Grade.
  - vi. As to the tenure arrangements for those officers who were given higher pay scales than those outlined in this manual in terms of paragraph 7.7.7 (b), these will be tenured according to the salary scale pertaining to the position for which they were engaged and as is listed in the respective table of this manual.

- vii. 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. 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. 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.
  - viii. The tenure in respect of the above is confirmed only subject that the complements established in this Manual are not exceeded
- h. The preceding provisions also apply to employees engaged from the Public Sector. Thus heads of entities are advised that public employees who have completed four years in aggregate in Private Secretariats, are to be notionally placed on a salary point/scale not less than, and equivalent to, that pertaining to their Private Secretariat position, subject to P&SD endorsement (vide template 28 at <https://publicservices.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) . This will be in accordance to the substantive grade/indefinite status held with the entity on a personal basis.

### 7.8.6 Staff Approval

All appointments to Secretariat positions are to be effected following consultation with the Office of the Prime Minister and subsequent approval by the Prime Minister. Ministers and Parliamentary Secretaries are to submit the applicant's curriculum vitae when seeking approval for persons proposed for the position of Head of Secretariat, Private Secretary, Assistant Private Secretary, Communication Secretary, Customer Care Officer and all Co-ordinators.

All recruitment of persons from outside the Public Service should also be cleared with the Office of the Prime Minister and a curriculum vitae submitted.

The Office of the Prime Minister will request security clearance of all Secretariat personnel by the Security Services prior to finalizing any appointment. An update of each person's security clearance will be requested every two years. Permanent Secretaries are to inform the P&SD within OPM of all recruitment made in this regard.

### 7.8.7 Contracts

All Secretariat staff must be engaged on the basis of a Secretariat Agreement reflecting the status of Person / Position of Trust basis as the case may be.

**Contract templates may be downloaded at the "Resourcing Forms and Templates" in the People and Standards website - templates C1 - C12.**

[download here](#)

### 7.8.8 Conditions of Work

In the case of public officers, these guidelines are to be read in parallel with the Public Service Management Code (PSMC). In case of discrepancy, provisions made in these guidelines supersede provisions made in the PSMC.

### 7.8.9 Allowances in lieu of Overtime

Given that the staff in Secretariats are invariably working under pressure, all staff are entitled either to a disturbance allowance or to a secretariat allowance in lieu of overtime (see **Appendices B to D**).

The allowance will be automatically adjusted in line with any increases to the relevant salary scale.

The following positions are also entitled to a bonus of up to €116.50 for overtime worked in excess of 23 and 46 hours per four-week pay period.

- Secretariat Officer
- OPM Senior Secretariat Messenger
- Secretariat Messenger
- Secretariat Pool
- Charwoman

The bonus shall be payable as follows:

- Overtime in excess of twenty- three hours but which does not exceed forty- six hours-€58.25
- Excess overtime beyond forty-six hours - €58.25

The number of overtime hours worked in excess of the twenty-three and forty-six hours in any four weekly pay period should be carried forward (for up to one year) and added to the hours of overtime worked in subsequent pay-periods.

Since Drivers/Security Officers will not be receiving this overtime bonus and given that their work necessarily extends well beyond normal working hours/days, it is understood that they will usually be working on a one day on and one day off basis.

### **7.8.10 Overtime Remuneration for Messengers/Charwomen performing duties in the Prime Minister`s Secretariat**

The Prime Minister`s Secretariat requires more messengerial/charwomen support outside normal working hours than other Secretariats. This results in Messengers in this secretariat routinely performing overtime in excess of forty-six hours every four-weekly pay period. Given this situation, in addition to the allowance in lieu of overtime and the bonus of €116.50 if they work up to forty-six hours in any one pay-period, Messengers in the Prime Minister`s Secretariat will be reimbursed for any overtime worked in excess of forty-six hours in any one pay-period at their standard rate calculated as per their substantive grade.

As a result, unlike Messengers in other Secretariats, Messengers in the Prime Minister`s Secretariat are not entitled to carry forward overtime worked in excess of forty-six hours from one pay-period to the next.

### **7.8.11 Other Employment or Business Interests for Secretariat Staff**

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. In line with this Code, all officers must first obtain the written recommendation of the Head of Secretariat of the Ministry, and then obtain the written approval of the Permanent Secretary of the Ministry concerned if they wish to take on any form of outside employment or business interest in addition to their Secretariat duties. This requirement also applies to any part-time employment or business interest that an individual may have held prior to taking up a Secretariat post and which he/she may wish to retain. Employees are to seek renewal of such approval on an annual basis.

The procedure to be followed in these cases is for the individual to declare any outside employment or business interest in writing to the Head of Secretariat for his/her recommendation to the Permanent Secretary of the Ministry concerned. With particular reference to the conflict of interest issue highlighted in the above-mentioned Code, the Permanent Secretary is then to issue a written decision to the Head of Secretariat as to whether the Officer`s request is approved or denied.

The Permanent Secretary`s final response, including the officer`s declaration supported by the Head of Secretariat`s recommendation, is to be copied to the Cabinet Secretary and the Office of the Prime Minister. In cases that concern new recruits to a Secretariat, this procedure must be completed before OPM approval for recruitment is obtained and the Secretariat Agreement signed.

### 7.8.12 Uniforms for Staff in Prime Minister`s and Ministers` Secretariats

Messengers in Secretariats should wear the standard uniforms issued to messengerial grades. However, given that the Office of the Prime Minister frequently hosts State, Official and other functions, support staff in the Prime Minister`s Secretariat – namely members of the Secretariat Pool, Secretariat Messengers and Charwomen – are to be supplied with appropriate uniforms, which are to be worn on a daily basis. Messengers within Prime Minister`s Secretariat are to have an additional uniform to be worn on special functions.

### 7.8.13 Use of mobile telephones

The following positions may be issued with a fully-expensed mobile telephone:

#### **Within the Prime Minister`s Secretariat**

- Head of Secretariat
- Deputy Head of Secretariat
- Personal Secretary
- Private Secretary
- Head, Government Communication
- Head, Government Customer Care

#### **Within Ministries and Parliamentary Secretariats**

- All Heads of Secretariats
- All Private Secretaries
- All Assistant Private Secretaries
- All Communication Secretaries
- All Customer Care Officers

On no account may public sector organizations within the portfolio of the Ministry concerned be used to cover mobile telephones in addition to the above.

Should a Minister or Parliamentary Secretary consider that additional mobile telephones are required, a request should be made to the Office of the Prime Minister stating the reason for this requirement.

In very extreme circumstances, especially where individuals are required to make exceptional use of their personal home telephones, an appropriate allowance may be granted to such individuals following OPM approval.

Any termination fees/penalties arising from contracts signed between the Ministry and communication service providers (mobile telephony, data plans, etc) on behalf of the contractee are to be borne by the latter, unless this contract is terminated by Government.

On the other hand, if the contractee on engagement upgrades his/her contract with the service provider, the Government will only cover the fees/penalties attributed to the communication contract held prior to the upgrade, unless this upgrade had been at the time duly authorized.

In the case where the contractee did not hold a contract with a service-provider or was availing him/herself of pre-paid top-ups before Government entering into a contract with a service-provider on his/her behalf, the full termination fee/penalty would be incurred by the contractee.

### 7.8.14 Secretariat vehicles

Apart from the entitlement of top posts to the full use of a fully-expensed official car, each secretariat may have a car pool for general use by Secretariat Messengers. The maximum number of cars permitted is:

Secretariat	Maximum number of cars
OPM	4
Ministries	2
Parliamentary Secretaries	1

On no account may any vehicle from the Secretariat car pool be used by Secretariat officers for personal use during or outside office hours. Only Secretariat staff entitled to the use of an official car in terms of their Secretariat Agreement are permitted to take their official vehicle home at the end of each day.

On no account may public sector organizations within the portfolio of the Ministry concerned be used to provide vehicles in addition to the above.

Should a Minister or Parliamentary Secretary consider that additional vehicles are required, a request should be made to the Office of the Prime Minister stating the reason for this requirement.

In very extreme circumstances, especially where individuals are required to make exceptional use of their personal cars, an appropriate allowance may be granted to such individuals following OPM approval.

The contractee is bound to return to the relevant Director responsible for Corporate Services and Chief Information Officer, as applicable, any vehicles and hardware procured by Government which is being used by him/her at the time of termination of contract, such as internet keys, tablets, laptops and peripherals. The contractee is bound to pay all traffic fines incurred by him/her while using a government-owned vehicle.

## 7.9 Procedure for the Engagement of Secretariat Staff

### 7.9.1 Purpose

The engagement of any member of staff in a Secretariat is to be regulated by a Secretariat Contract, the provisions of which will vary according to whether the individual is recruited from:

- The Public Service
- A parastatal or other public sector organizations; or
- outside the public sector.

The subsequent section details procedures for engaging members of staff from all of the above categories. The section concludes with procedures for the termination or extension of Secretariat Agreements.

## 7.9.2 Engagement of individuals from outside the Public Administration on a Person of Trust basis

The following documentation is required in the case of individuals recruited externally for a Minister's Secretariat position:

**Secretariat Contract** – the appropriate template depending on the position to be taken up by the person being recruited to be signed by the Permanent Secretary of the Ministry concerned on behalf of the Government.

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### Duties pertaining to the role

Secretariat posts from Head of Secretariat down to Co-ordinating Officer level are covered by the duties attributed to the role they are engaged in that must be incorporated with the Secretariat Agreement.

### 7.9.3 Engagement of individuals from parastatal or other public sector organizations on a Position of Trust basis

Individuals from parastatal or other public sector organizations are required to take unpaid leave from their employer before taking up a Secretariat post. While they are performing duties in a Secretariat, these individuals will be paid the salary attached to the Secretariat position they have been appointed to, unless an exception has been approved a priori by the Prime Minister in view of their higher substantive grade, when they would receive a salary which reflects their higher substantive grade.

In the case of individuals who are currently on a definite contract with a parastatal organization, by virtue of the fact that an objective reason exists in terms of S.L. 452.81, their definite contract will be terminated upon engagement within a Private Secretariat.

The following documentation is required in the case of an individual engaged from a parastatal organization or public sector organizations:

<b>Covering letter</b>	To be issued by PS, People & Standards Division (P&SD) to the employer organization. This letter suspends any definite contract and stipulates that all seniority and promotion rights as defined in the collective agreement of their employer organization will be retained by the employee for the duration of the attachment to a Secretariat.
<b>Secretariat Contract</b> The appropriate template depending on the position to be taken up by the person being recruited.	To be signed by the individual and the Permanent Secretary of the Ministry concerned on behalf of the Government.
<b>Duties pertaining to the role</b>	Secretariat posts from Head of Secretariat down to Co-ordinating Officer level are covered by the duties attributed to the role they are engaged in that must be incorporated with the Secretariat Agreement.

## 7.9.4 Appointment of Public Service Officers to a Secretariat position on a Position of Trust basis

Given that Secretariat positions are pegged to analogous General Service grades and are regulated by specific conditions, public officers are required to sign a Secretariat Contract stipulating, for their duration of their attachment to a Secretariat, that they are to receive the salary scale and other benefits specified for the position they are appointed to, and that they will be regulated by the pertinent clauses in this document. Public Officers will then revert to their substantive salary scale and grade on the termination of this agreement.

The following documentation is required in the case of public officers appointed to a Ministers` Secretariat position.

<b>Covering letter</b> from Permanent Secretary of Ministry concerned	This covering letter is issued by the Permanent Secretary of the Ministry concerned to public officers. The primary intention is to stipulate the salary scale that the officer is eligible to receive for the duration of his/her attachment to the Secretariat, while also stating that this is a temporary measure and that the officer will revert to his/her substantive grade on termination of the agreement, without loss of increment or progression benefits.
<b>Secretariat Contract</b>	To be signed by the individual and the Permanent Secretary of the Ministry concerned on behalf of Government.
<b>Duties pertaining to the role</b>	Secretariat posts from Head of Secretariat down to Co-ordinating Officer level are covered by the duties attributed to the role they are engaged in that must be incorporated with the Secretariat Agreement.

## 7.10 Procedures for OPM approval and Security Clearance

### 7.10.1 OPM Approval

Appointments to all Secretariat positions require the approval of the Prime Minister. Requests for such approval are to be addressed by the respective Permanent Secretary to the Prime Minister's Head of Secretariat and copied to the Cabinet Secretary.

In the case of all posts from Head of Secretariat down to Co-ordinating Officer level, as well as in the case of any individuals recruited from outside the public sector to any Secretariat post, a curriculum vitae of the individuals concerned is to be provided when seeking OPM approval.

### 7.10.2 Security Issues

Any Secretariat appointment is dependent on security clearance from the Head of Security Service. All individuals appointed to any Secretariat position (including minor staff) must be subjected to security clearance. Requests for such clearance will be submitted to the Security Services by OPM. Regular updates to the same clearance may also be requested. Requests are to be made on the appropriate forms.

## 7.11 Procedures for the Termination or Extension of Secretariat Agreements

### A. Extension of Agreements

All secretariat agreements issued to Persons of Trust within the secretariat are effective for one year commencing on the date on which the officer first assumed his or her Secretariat duties. Retired Public Officers and Public employees on a one-year contract which may be automatically renewed for up to three years may have further extensions when justification is provided and approved. Retired Public Officers and Public Employees may opt for a one-year contract (Ref 7.3). Conversely, employees engaged from within the public service or public sector are to be contracted on a three-year basis. At least six weeks prior to the expiry of an officer's Agreement, the Head of Secretariat is to consult with the Minister or Parliamentary Secretary as to whether this individual's Agreement should be extended for a further period of one year/three years, as may be the case.

If the Agreement is to be extended, the Head of Secretariat is to forward the name of this individual to the Permanent Secretary of the Ministry concerned on the appropriate form.

Once that is done a pro-forma letter is to be issued to the officer by the Permanent Secretary of the Ministry concerned to formalize this extension. Once countersigned by the officer, it should be attached to the original Secretariat Contract as an integral part of the original agreement. Copies of any subsequent renewals are to be sent to the P&SD within OPM for monitoring and record purposes.

## B. Termination of Contracts

In cases where the Minister or Parliamentary Secretary decides that a Contract should be terminated, due attention should be paid to the requirements (in terms of notice period, termination benefits etc.) specified in the relevant clauses of the Contract – this applies particularly to individuals recruited on a Person of Trust basis (from outside the public sector or from a parastatal or other public sector organization as well as retired public officers and retired public employees).

On termination of a public officer's Secretariat Contract engaged on a Position of Trust basis, the Permanent Secretary of the Ministry concerned is to inform the People & Standards Division (P&SD) that the officer is available for re-deployment. Without any exception, the re-deployment of the officer is then to be handled solely by the P&SD in line with standing procedures.

Contracts are to be automatically terminated upon the holding of General Elections or in the event of a change of Minister.

### 7.12 Impact of a Re-shuffle on Secretariat Contracts

When a Minister or Parliamentary Secretary changes his/her ministerial portfolio as a result of a Ministerial reshuffle, the following procedures will apply:

- a. Officers who are to remain with the Minister/Parliamentary Secretary's Staff will retain their current Secretariat Contract. This will be amended to reflect the fact that the Minister's / Parliamentary Secretary's designation has changed. These contracts will remain in force until their original expiry date. The clause of terminal benefits, therefore, does not apply.
- b. Officers who take up positions in another Minister's / Parliamentary Secretary's Secretariat should sign a new Secretariat Contract. In this case, the clause of terminal benefits does not apply.
- c. Officers recruited from outside the public sector or from a public sector organization who take up any new position within government immediately on leaving a Secretariat, are not entitled to any terminal benefits.
- d. With the change of a Minister, the new Minister may or may not choose to retain the same staff in his/her Secretariat. In such cases, termination benefits specified in 7.8.5f, where applicable, are paid.



# Appendices

## Appendix A

### Salary Scales 2024

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

### 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

<b>Position</b>	<b>Complement</b>	<b>Maximum Secretariat Scale</b>	<b>Disturbance/ Allowance in lieu of overtime</b>	<b>Bonus for overtime in excess of 46 hours</b>	<b>Other Benefits</b>
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		
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

## 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			
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## Appendix C

### 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

### PARLIAMENTARY SECRETARIES' / OTHER DESIGNATED OFFICES 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 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