

**S.I. 2011 No. 139**

**Public Service Act**  
**(Act 2007– 41)**

**PUBLIC SERVICE (GENERAL) (AMENDMENT)**  
**ORDER, 2011**

The Minister, in exercise of the powers conferred on him by section 13(1) of the *Public Service Act*, makes the following Order:

1. This Order may be cited as the *Public Service (General) (Amendment) Order, 2011*.

2. Paragraph 2 of Schedule A to the *Public Service (General) Order, 2008*, in this Order referred to as the principal Order, is amended by

S.I. 2008  
No. 113.

(a) deleting the heading "Ministry of Agriculture and Rural Development" in the first column and substituting the following:

**"MINISTRY OF AGRICULTURE, FOOD,  
FISHERIES, INDUSTRY AND SMALL BUSINESS  
DEVELOPMENT";** and

(b) deleting item 1 in sub-paragraph (n), under the heading "Meteorological Department", and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director of Meteorological Services S3 1".

3. Paragraph 3 of Schedule A to the principal Order is amended by deleting item 1 in sub-paragraph (c), under the heading "Forensic Science Centre", and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director S3 1".

4. Schedule A to the principal Order is amended by inserting the following offices immediately after paragraph 6:

**"6A. MINISTRY OF ENVIRONMENT,  
WATER RESOURCE MANAGEMENT  
AND DRAINAGE**

1. Permanent Secretary	S1	1
2. Senior Administrative Officer	S6	1
3. Senior Environmental Officer	S5	1
4. Environmental Officer	Z6-1	3
5. Administrative Officer I	Z6-1	1
6. Technical Officer	Z6-1	1
7. Environmental Educational Officer	Z10-1	1
8. Research Officer I	Z10-3	} 2
9. Research Officer II	Z16-11	
10. Technician	Z10-6	3
11. Librarian	Z10-3	} 1
12. Library Assistant I	Z16-11	
13. Library Assistant II	Z23-17	
14. Library Assistant III	Z38-24	
15. Administrative Officer II	Z16-8	1
16. Accountant	Z16-8	1
17. Executive Secretary	Z16-11	} 2
18. Secretary	Z23-17	
19. Senior Clerk	Z23-17	1
20. Assistant Accountant	Z23-17	1
21. Assistant Personnel Officer	Z23-17	1
22. Clerical Officer	Z38-24	4
23. Stenographer/Typist	Z38-24	3
24. Clerk/Typist	Z38-24	3
25. Operations Supervisor	Z33-24	1
26. Supervisor	Z33-24	1
27. Field Supervisor	Z33-24	3
28. Driver/Messenger	Z38-30	} 1
29. Messenger	Z38-30	
30. Telephone Operator/ Receptionist	Z38-30	1
31. Foreman	CIII	1

**6A. MINISTRY OF ENVIRONMENT,  
WATER RESOURCE MANAGEMENT  
AND DRAINAGE**

32. Irrigator	CX	1
33. Sprayman	CVIII	1
34. General Worker	CX, IX	10
35. Watchman	CXA	1
36. Maid	CX	2".

5. Paragraph 7 of Schedule A to the principal Order is amended  
by

- (a) deleting the heading "Ministry of Family, Youth, Sports and Environment" in the first column and substituting the following:

**"MINISTRY OF FAMILY, CULTURE, SPORTS  
AND YOUTH";**

- (b) deleting item 1 in sub-paragraph (b), under the heading "Youth Affairs", and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director of Youth Affairs                      S3    1"; and

- (c) deleting sub-paragraph (f) and all the items thereunder.

6. Paragraph 8 of Schedule A to the principal Order is amended  
by

- (a) deleting the heading "Ministry of Finance, Economic Affairs and Energy" in the first column and substituting the following:

**"MINISTRY OF FINANCE AND ECONOMIC  
AFFAIRS";**

- (b) deleting item 3 in sub-paragraph (g), under the heading "Economic Affairs", and all the words appearing opposite thereto in the second and third columns and substituting the following:

"3. Director of Research                              S3    1"; and

- (c) deleting sub-paragraph (h) and all the items thereunder.

7. Paragraph 9 of Schedule A to the principal Order is amended by

- (a) deleting the heading "Ministry of Foreign Affairs, Foreign Trade and International Business" in the first column and substituting the following:

**"MINISTRY OF FOREIGN AFFAIRS AND FOREIGN TRADE";**

- (b) deleting item 3 in sub-paragraph (a), under the heading "Foreign Affairs Division", and all the words appearing opposite thereto in the second and third columns and substituting the following:

"3. Chief of Protocol S3 1"; and

- (c) deleting sub-paragraph (c) and all the items thereunder.

8. Paragraph 10 of Schedule A to the principal Order is amended  
by

- (a) deleting the heading "Ministry of Health, National Insurance and Social Security" in the first column and substituting the following:

**"MINISTRY OF HEALTH"; and**

- (b) deleting sub-paragraph (k) and substituting the following:

**"(k) Elayne Scantlebury Centre**

1. Supervisor, Elayne Scantlebury Centre	S9	1
2. Staff Nurse	Z23-11	}
3. Nursing Assistant I	Z27-20	
4. Nursing Assistant II	Z33-24	
5. Trainee Nursing Assistant	Z38-34	
6. Housekeeper Grade III	Z33-24	
7. Driver	Z38-30	1
8. Cook	Z38-36	2
9. Maid	CX	4
10. General Worker	CX, IX	6
11. Watchman	CXA	1".



**12A. MINISTRY OF INTERNATIONAL  
BUSINESS AND INTERNATIONAL  
TRANSPORT – (Cont'd)**

**(a) International Business – (Cont'd)**

14.	Stenographer/Typist	Z38-24	2
15.	Clerical Officer	Z38-24	6
16.	Telephone Operator/Receptionist	Z38-30	1
17.	Receptionist/Typist	Z38-24	1
18.	Clerk/Typist	Z38-24	1
19.	Driver/Messenger	Z38-30	} 1
20.	Messenger	Z38-30	
21.	Maid	CX	1
22.	Watchman	CXA	2

**(b) International Transport**

**(i) General Administration**

1.	Deputy Permanent Secretary	S3	1
2.	Chief Technical Officer	S2	1
3.	Deputy Chief Technical Officer	S5	1
4.	Senior Administrative Officer	S6	1
5.	Administrative Officer I	Z6-1	1
6.	Senior Research Officer	Z6-1	1
7.	Administrative Officer II	Z16-8	2
8.	Research Officer I	Z10-3	} 2
9.	Research Officer II	Z16-11	
10.	Statistical Assistant	Z23-17	1
11.	Senior Personnel Officer	Z6-1	1
12.	Personnel Officer	Z16-8	1
13.	Shipping Superintendent	Z10-6	1
14.	Assistant Shipping Superintendent	Z16-8	1
15.	Accountant	Z16-8	1
16.	Assistant Accountant	Z23-17	1
17.	Executive Secretary	Z16-11	} 2
18.	Secretary	Z23-17	
19.	Senior Clerk	Z23-17	1

**12A. MINISTRY OF INTERNATIONAL  
BUSINESS AND INTERNATIONAL  
TRANSPORT – (Cont'd)**

**(b) International Transport – (Cont'd)**

**(i) General Administration – (Cont'd)**

20. Clerical Officer	Z38-24	6
21. Stenographer/Typist	Z38-24	9
22. Storekeeper	Z33-24	1
23. Clerk/Typist	Z38-24	2
24. Driver/Messenger	Z38-30	2
25. Messenger	Z38-30	
26. Supervisor A	CIII	1
27. Janitor	CX, IX	4
28. Maid	CX	1
29. General Worker	CX	3

**(ii) Professional and Technical**

1. Director of Civil Aviation	S3	1
2. Flight Operations Inspector	S4	1
3. Airworthiness Inspector	S7	2
4. Chief Air Traffic Control Officer	S7	1
5. Technical Officer	S7	1
6. Aerodrome and Air Traffic Services Inspector	S7	1
7. Aviation Security Inspector	S7	1
8. Course Developer	S8	2
9. Instructor	S9	3
10. Air Traffic Control Supervisor	Z3-1	10
11. Operations Officer	Z10-3	1
12. Personnel Licensing Officer	Z23-11	1
13. Air Traffic Control Officer, Grade I	Z10-3	53"
14. Air Traffic Control Officer, Grade II	Z16-14 (Q.B) 13-11	
15. Air Traffic Control Cadet	Z33-24	

11. Paragraph 13 of Schedule A to the principal Order is amended by

- (a) deleting the heading "Ministry of Labour and Civil Service" in the first column and substituting the following:

**"MINISTRY OF LABOUR";** and

- (b) deleting paragraphs (c) and (d) and all the items thereunder.

12. Paragraph 14 of Schedule A to the principal Order is amended by inserting the following offices after paragraph (c):

**"(d) Energy**

1. Deputy Permanent Secretary	S3	1
2. Senior Administrative Officer	S6	1
3. Senior Technical Officer	S6	1
4. Technical Officer I	Z6-1	1
5. Senior Economist	Z6-1	1
6. Administrative Officer I	Z6-1	1
7. Economist I	Z10-3	} 1
8. Economist II	Z16-11	
9. Administrative Officer II	Z16-8	1
10. Accountant	Z16-8	1
11. Executive Secretary	Z16-11	} 2
12. Secretary	Z23-17	
13. Senior Clerk	Z23-17	1
14. Clerical Officer	Z38-24	2
15. Stenographer/Typist	Z38-24	1
16. Driver/Messenger	Z38-30	} 1
17. Messenger	Z38-30	

**(e) Civil Service**

1. Permanent Secretary	S1	7
2. Deputy Permanent Secretary	S3	4
3. Director, Information Systems	S5	1
4. Senior Administrative Officer	S6	1
5. Principal Classification Officer	S6	1
6. E-Government Development Officer	S7	1



*(e)* **Civil Service – (Cont'd)**

7. Administrative Officer I	Z6-1	6
8. Administrative Officer II	Z16-8	4
9. Accountant	Z16-8	1
10. Executive Secretary	Z16-11	} 1
11. Secretary	Z23-17	
12. Assistant Accountant	Z23-17	1
13. Senior Clerk	Z23-17	1
14. Clerical Officer	Z38-24	4
15. Stenographer/Typist	Z38-24	2
16. Telephone Operator/Receptionist	Z38-30	1
17. Driver/Messenger	Z38-30	} 1
18. Messenger	Z38-30	
19. Maid	CX	2

*(f)* **Personnel Administration Division**

1. Chief Personnel Officer	S1	1
2. Deputy Chief Personnel Officer	S3	1
3. Principal Personnel Officer	S6	2
4. Secretary to the Commissions	S8	1
5. Senior Personnel Officer	Z6-1	6
6. Personnel Officer	Z16-8	15
7. Executive Secretary	Z16-11	} 2
8. Secretary	Z23-17	
9. Assistant Personnel Officer	Z23-17	4
10. Assistant Accountant	Z23-17	1
11. Senior Clerk	Z23-17	3
12. Clerical Officer	Z38-24	15
13. Receptionist/Typist	Z38-24	1
14. Stenographer/Typist	Z38-24	13
15. Clerk/Typist	Z38-24	1
16. Data Entry Operator I	Z33-24	} 1
17. Data Entry Operator II	Z38-30	
18. Telephone Operator/Receptionist	Z38-30	1
19. Driver/Messenger	Z38-30	} 1
20. Messenger	Z38-30	
21. Maid/Cleaner	CX	2
22. General Worker	CX	2"

13. Paragraph 15 of Schedule A to the principal Order is amended by

- (a) deleting the heading "Ministry of Transport, Works and International Transport" in the first column and substituting the following:

**"MINISTRY OF TRANSPORT AND WORKS";** and

- (b) deleting sub-paragraph (f) and all the items thereunder.

14. Paragraph 16 of Schedule A to the principal Order is deleted and the following is substituted:

**"16. MINISTRY OF SOCIAL CARE,  
CONSTITUENCY EMPOWERMENT  
AND COMMUNITY DEVELOPMENT**

1. Permanent Secretary	S1	1
2. Senior Administrative Officer	S6	1
3. Co-ordinator	S5	1
4. Administrative Officer I	Z6-1	1
5. Senior Accountant	Z6-1	1
6. Administrative Officer II	Z16-8	1
7. Assistant Accountant	Z23-17	1
8. Executive Secretary	Z16-11	2
9. Secretary	Z23-17	
10. Field Investigator	Z23-17	1
11. Clerical Officer	Z38-24	3
12. Stenographer/Typist	Z38-24	2
13. Receptionist/Typist	Z38-24	1
14. Driver/Messenger	Z38-30	1
15. Messenger	Z38-30	
16. Maid	CX	2.

15. Paragraph 18 of Schedule A to the principal Order is deleted and the following is substituted:

**"18. MINISTRY OF COMMERCE AND  
TRADE**

1. Permanent Secretary	S1	1
2. Deputy Permanent Secretary	S3	1
3. Supervisor of Insolvency	S3	1
4. Public Counsel	S3	1
5. Chief Business Development Advisor	S5	1
6. Chief Economist	S5	1
7. Investigations Officer	S6	1
8. E-Commerce Development Officer	S7	1
9. Senior Economist	Z6-1	1
10. Administrative Officer I	Z6-1	2
11. Senior Business Development Officer	Z6-1	1
12. Economist I	Z10-3	} 3
13. Economist II	Z16-11	
14. Business Development Officer	Z10-3	1
15. Accountant	Z16-8	1
16. Administrative Officer II	Z16-8	1
17. Executive Officer	Z16-11	1
18. Executive Secretary	Z16-11	} 4
19. Secretary	Z23-17	
20. Senior Legal Assistant	Z16-11	1
21. Assistant Accountant	Z23-17	1
22. Senior Clerk	Z23-17	1
23. Clerical Officer	Z38-24	5
24. Stenographer/Typist	Z38-24	6
25. Telephone Operator/Receptionist	Z38-30	1
26. Driver/Messenger	Z38-30	} 2
27. Messenger	Z38-30	
28. Cleaner	CX	2
29. Maid	CX	1
30. Watchman	CXA	1."

**16.** Paragraph 17 of Schedule A to the principal Order is amended by deleting item 3 in the first column under the heading "Tourism Division" and all the words appearing opposite thereto in the second and third columns and substituting the following:

"3. Director, Research & Planning S3 1".

**17.** Paragraph 22 of Schedule A to the principal Order is amended by deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Chief Supply Officer S3 1".

**18.** Paragraph 27 of Schedule A to the principal Order is amended by deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director S3 1".

**19.** Paragraph 38 of Schedule A to the principal Order is amended by deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Chief Surveyor S3 1".

**20.** Paragraph 41 of Schedule A to the principal Order is amended by deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director S3 1".

**21.** Paragraph 44 of Schedule A to the principal Order is amended by deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director S3 1".

22. Paragraph 48 of Schedule A to the principal Order is amended by deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Director S3 1".

23. Paragraph 57 of Schedule A to the principal Order is amended by

(a) deleting items 1, 2 and 3 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

" 1. Chief Town Planner S2: S1 1  
 2. Deputy Chief Town Planner S4 1  
 3. Senior Town Planner S6 3"; and

(b) deleting items 7 and 8 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"7. Town Planner Z6-1  
 8. Assistant Town Planner Z10-6 } 8".

24. Paragraph 58 of Schedule A to the principal Order is amended by

(a) deleting the heading "Training Division" in the first column and substituting the following:

**"TRAINING ADMINISTRATION DIVISION"; and**

(b) deleting item 1 in the first column and all the words appearing opposite thereto in the second and third columns and substituting the following:

"1. Principal Training Officer S3 1".

25. Paragraphs 2(b), 3, 5(b), 6(b), 7(b), 9(b), 16, 17, 18, 19, 20, 21, 22 and 24(b) and the emoluments payable in accordance therewith shall be deemed to have taken effect from the 1st day of December, 2009.

26. Paragraph 23 and the emoluments payable in accordance therewith shall be deemed to have taken effect from the 1st day of April, 2009.

27. The emoluments payable in respect of

- (a) item 1 of sub-paragraph (k) of paragraph (10) under the heading "Elayne Scantlebury Centre" as designated by paragraph 8(b) of this Order shall be deemed to have taken effect from the 1st day of September, 2009; and
- (b) item 2 of paragraph (b)(ii) under the sub-heading "Professional and Technical" as designated by paragraph 10 of this Order shall be deemed to have taken effect from the 1st day of August, 2010.

Made by the Minister this 31st day of August, 2011.

FREUNDEL STUART  
Minister responsible for the Public Service.