



**OFFICE OF THE PRESIDENT
Public Service Bureau**

CIRCULAR NO. 5 of 2024

2nd July 2024

TO:

**Attorney General
Secretaries of State
Board Commissioner of Police
Chairman Constitutional
Appointments Authority
Ombudsman
Director General Seychelles
Intelligence Service
Curator**

**Chairman Electoral Commission
Chairman, Public Service Appeal
Chief Secretary Public Service
Principal Secretaries
Clerk of the National Assembly
Master / Registrar, Supreme Court
Chief Executive Officers**

COMMON SCHEMES OF SERVICE

Introduction:

As announced in last year's budget address, the Government has allocated funds for the revision of three common cadre Schemes of Service in the Public Service, scheduled for implementation in July 2024.

The revised Schemes of Service effective from July 1, 2024, are:

- Human Resource and Budget Management Cadre
- Administration Cadre
- Information Technology Cadre

Objective:

The review aims to ensure that these schemes remain aligned with current job functions, organizational needs, and technological advancements. The changes reflect the increased complexity and significance of these roles in accordance with ongoing government reforms.

Changes:

Policy Adjustments: Updates to Government policy on the Salary Structure in April 2023 have been integrated into all three Schemes of Service.

Complexity and Scope of Work:

- HR roles now encompass strategic responsibilities such as workforce planning, performance management and enhancing employee well-being, alongside traditional tasks like recruitment and employee relations.
- IT roles demand high technical proficiency and continuous adaptation to rapid technological advancements.
- Administrative employees are being tasked with managing a diverse array of digital tools and platforms, alongside additional roles such as procurement and HR responsibilities.

Career Development and Progression: The revised Schemes of Service provide clearer pathways for career advancement, promoting talent retention within the public service.

Inducement Allowance: Enhancements in the inducement allowance are aimed at competitively positioning these roles. This ensures the government's ability to recruit and retain top talent necessary for driving strategic initiatives, enhancing service delivery, and supporting ongoing government reforms.

Duty Allowance: A duty allowance compensates employees for duties beyond their regular job functions. Revised rates are designed to reflect the additional responsibilities and challenging conditions associated with these positions.

Organisations may adjust the rates of the duty allowance in the Administrative Cadre for employees who are already being paid. However, for any new employees, they will have to seek approval from the Public Service Bureau.



Shella Mohideen (Mrs.)

**CHIEF SECRETARY
PUBLIC SERVICE BUREAU**