

[Legal Notice No. 72]

PUBLIC SERVICE ACT

(Cap. 92)

**PUBLIC SERVICE (PERMANENT SECRETARY) (TERMS AND
CONDITIONS) RULES 2024****Table of provisions**

1	Citation	235
2	Commencement.....	236
3	Term of office	236
4	Duties.....	236
5	Posting or Transfer	236
6	Salary.....	236
7	Tax	236
8	NPF Contributions.....	236
9	Appointment Grant.....	236
10	Education Grant.....	236
11	Gratuity.....	236
12	Leave	237
13	Accommodation allowance	237
14	Transport.....	237
15	Utilities	238
16	Laptop Computer and Mobile Phone	238
17	Annual Leave Package	238
18	Domestic employee	238
19	Overseas and domestic travel.....	238
20	Clothing Allowance.....	238
21	Acting Allowance.....	238
22	Death during Incumbency	239
23	Medical treatment.....	239
24	Long and Dedicated Service Benefit.....	239

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**PUBLIC SERVICE (PERMANENT SECRETARY) (TERMS AND
CONDITIONS) RULES 2024**

I, Hon. John Junior Tuhaika, under section 4 of the *Public Service Act* (Cap. 92) and after consulting the Public Service Commission, make the following Rules:

1 Citation

These Rules may be cited as the *Public Service (Permanent Secretary) (Terms*

and Conditions) Rules 2024.

2 Commencement

These Rules commence on the date of publication in the *Gazette*.

3 Term of office

A term of office for a Permanent Secretary shall be permanent, unless specified in the contract of employment.

4 Duties

Following the appointment under section 28(1) of the Constitution, the duties of a Permanent Secretary is set out in the contract of employment, executed between the Public Service Commission on behalf of the Solomon Islands Government and the appointed Permanent Secretary.

5 Posting or Transfer

Any posting or transfer of a Permanent Secretary shall be in accordance with section 128(2) of the Constitution.

6 Salary

- (1) A Permanent Secretary position is graded SS4 in the Public Service Salary Structure.
- (2) The salary rate of a Permanent Secretary shall be in accordance with the rate given in the General Orders.

7 Tax

A Permanent Secretary salary and allowances shall be subjected to tax laws of the state of Solomon Islands.

8 NPF Contributions

A Permanent Secretary shall make contributions to the National Provident Fund, as required under the provisions of *Solomon Islands National Provident Fund Act* (Cap. 109).

9 Appointment Grant

A Permanent Secretary on appointment shall receive an appointment grant of \$10,000.00.

10 Education Grant

A Permanent Secretary shall receive an education grant of \$10,000.00 for the education of his or her biological and legally adopted children.

11 Gratuity

- (1) A Permanent Secretary is entitled to a gratuity at the end of every 12 months or can opt to be paid at the end of each term of office.
- (2) The rate of a gratuity payment shall be thirty percent (30%) of the basic salary.

12 Leave

A Permanent Secretary is entitled to the following:

- (a) an annual leave in accordance with the General Order J202 and General Order J210;
- (b) compassionate leave that is:
 - (i) not exceeding ten (10) paid days of Compassionate Leave per year; and
 - (ii) is in relation to the death or serious illness of the spouse, a child (biological or legally adopted), a parent or any other person approved by the Government; and
 - (iii) of two return trips either by sea or air within Solomon Islands paid from public funds;
- (c) sick leave in accordance with Chapter J of the General Orders;
- (d) maternity leave (for a female Permanent Secretary) in accordance with Chapter B and J of the General Orders.

13 Accommodation allowance

- (1) A Permanent Secretary shall on a monthly basis receive an accommodation allowance of \$15,000.00.
- (2) The accommodation allowance shall be subjected to a 10% withholding tax.

14 Transport

- (1) A Permanent Secretary is entitled to receive one government road worthy vehicle with the cost of maintenance for the period of the appointment.
- (2) The repair and maintenance of a vehicle in sub rule (1) shall be sourced from public funds except where a Permanent Secretary is personally responsible for damages to or loss of the vehicle through personal negligence, in which case the Permanent Secretary shall pay for the damages or loss.
- (3) A Permanent Secretary may opt to receive a transport allowance instead of the vehicle in sub rule (1).
- (4) The rate of the transport allowance shall be \$156,000.00 per annum and shall be apportioned to a Permanent Secretary on a quarterly basis.
- (5) A Permanent Secretary may at the end of his or her term of office, elect to

purchase the government vehicle allocated to him or her under sub rule (1).

15 Utilities

A Permanent Secretary is entitled to a utility allowance of \$3,600.00 per fortnight.

16 Laptop Computer and Mobile Phone

A Permanent Secretary is entitled to a Laptop Computer and a monthly telephone allowance of \$2750.00.

17 Annual Leave Package

- (1) A Permanent Secretary is entitled to an Annual Leave Package from public funds, provided to assist with passages and travelling expenses when a Permanent Secretary takes annual leave.
- (2) The rates of the Annual leave Package shall be \$13,300.00 in accordance with the General Orders.

18 Domestic employee

The salary of a domestic employee working in the Permanent Secretary's residence shall be paid in accordance with the Public Service terms and conditions of employment.

19 Overseas and domestic travel

- (1) A Permanent Secretary is entitled to an allowance of USD \$280.00 on official duties overseas; but if the trip is partially funded externally the Permanent Secretary is entitled to be paid difference.
- (2) Where the trip is fully funded externally, a Permanent Secretary is entitled to one-fifth of the daily allowance payable under sub rule (1).
- (3) A Permanent Secretary is entitled to travel business class on all official overseas trip, subject to any variation of class of travel as the Employer may authorise in writing.
- (4) When travelling domestically a Permanent Secretary shall be paid a daily allowance of SBD\$300.00 per day.

20 Clothing Allowance

For official overseas and official domestic travel, a Permanent Secretary is entitled to a clothing allowance of \$10,000.00 per annum.

21 Acting Allowance

- (1) An acting allowance shall be payable to a Permanent Secretary assigned by the Secretary to Cabinet to act or supervise another Ministry during the

absence of the substantive Permanent Secretary.

- (2) The Permanent Secretary is entitled to the following:
 - (a) an acting allowance of \$1500.00 per fortnight for supervisory roles within a period between 14 to 28 days; or
 - (b) an acting allowance of \$3000.00 per fortnight for supervisory roles within a period of more than 28 days.

22 Death during Incumbency

If a Permanent Secretary dies while in office, the Government shall, from the Prime Minister's Office budget allocation pay for the following:

- (a) funeral expenses;
- (b) repatriation of the body to his or her home island;
- (c) repatriation of the spouse and child (biological or legally adopted) to his or her home island.

23 Medical treatment

- (1) A Permanent Secretary is entitled to an annual general medical, dental and eye check-up in any local public or private clinic paid from public funds; and
- (2) payment of the cost of medical services from:
 - (a) a medical facility in the Solomon Islands; or
 - (b) a medical facility overseas where a medical specialist certifies that:
 - (i) the medical facility service overseas is necessary; and
 - (ii) the medical service is not available in Solomon Islands;
 - (c) where a certification is made under sub rule (2)(b), the Permanent Secretary is entitled to the payment of:
 - (i) the cost of travel for receiving the medical services; and
 - (ii) the cost of the medical services; and
 - (iii) accommodation while receiving the medical service.

24 Long and Dedicated Service Benefit

- (1) A Permanent Secretary is entitled to a Long and Dedicated Service Benefit at the end of term of each contract term.
- (2) The Long and Dedicated Service Benefit shall be calculated in accordance with the General Orders .

Made this third-day of July 2024.

HON. JOHN JUNIOR TUHAIKA
MINISTER FOR PUBLIC SERVICE

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