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PUBLIC SERVICE ACT

(Cap. 92)

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

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PUBLIC SERVICE ACT

(Cap. 92)

**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

Honiara, Solomon Islands
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