

# MEMORANDUM

PD(HRMS): 2/4/18

FROM : Chief Personnel Officer

TO : Permanent Secretary  
Ministry of Science, Technology and  
Tertiary Education

DATE : December <sup>14</sup>, 2004

SUBJECT : Supervision of officers of the Civil Service by  
Contract Staff

I refer to correspondence on the captioned subject resting with your memorandum MSTTE: 9/1/6 dated July 26, 2004.

2. Since my memorandum to you dated February 06, 2004, the matter has been thoroughly re-examined. In this regard, I am to clarify that the Personnel Department is of the view that it is not inappropriate for persons employed on contract, to supervise employees who are public officers.

3. It is to be noted that, by virtue of Section 85(1) of the Constitution, a Permanent Secretary has responsibility for the supervision of his Ministry and this of course includes all matters of human resource management.

4. The Permanent Secretary has the authority to ensure that all persons within his jurisdiction fulfil the requirements of their respective positions including supervision of subordinates on an on-going basis regardless of whether they are employed on contract or otherwise.

5. In respect of the completion of the performance appraisal report by persons employed on contract, consultation has been had with the Director of Personnel Administration and it is now advised that the senior public officer should prepare the report after consultation with the contract employees who are the immediate supervisors of the public officers.

6. In the circumstances, the advice in my memorandum dated February 6, 2004, is hereby amended.

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for Chief Personnel Officer (Ag)