



# SOLOMON ISLANDS GAZETTE

BY AUTHORITY

NO. 5

Monday 6th February,

2006

## EXTRA ORDINARY GAZETTE

The following is published as a Supplement to this Gazette  
[Legal Notices Nos. 4 to 5]

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### **Gazettal Notice**

I, **Ishmael Avui**, Permanent Secretary for the Public Service, by virtue of the powers conferred by General Order Chapter A, Clause 102 (*Amendment No. 266/85*), and all other powers enabling me, hereby issue Amendments to General Orders Numbers:

B-107 (1) & (2); B-109(1) & (2); B-113; B-118; B-119; B-201; B-203; B-204; B-206; B-1002; B-1003 (1)&(2)&(3); B-1008, and new General Orders to address the following issues;

- Submission by a Permanent Secretary to the Relevant Commission
- Appointment of candidates who have less than minimum entry standards;
- No loss of seniority when changing cadres.

These amendments are to be read together with the Complete Edition of General Orders issued on 1st November 1985. (Preface Chapter OO, Clause 001) to remain in force until further notice.

ISHMAEL AVUI  
Permanent Secretary,  
Public Service Department  
6 February 2006

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**AMENDMENTS TO THE GENERAL ORDERS  
CHAPTER B**

**CHAPTER B: SECTION 1: APPOINTMENTS**

**General Order B-107** will now read:

Selection and recommendations to the Public Service Commission will be on the basis of merit and with due regard to the need to be inclusive of men, women, workers from the provinces and people with a disability (Reference: Public Service Commission Regulation 21).

Subject to the provisions of the Constitution and the relevant Acts and Regulations, the appointment process will be different for the following levels:

**(a) Level 1 - 2**

These posts are non-established posts and are referred to in Chapter S of these General Orders. The recommendations for appointment to a non-established post do not go to the Public Service Commission. Permanent Secretaries will make recommendation for appointment to the Permanent Secretary for the Public Service who has the power to make the appointment.

**(b) Level 3 - 13**

Permanent Secretaries have the authority to initiate and manage the selection processes and make recommendations for all appointment to the Public Service Commission.

**(c) Level - SSI**

Permanent Secretaries have the authority to manage the selection processes and make recommendations for appointment to the Permanent Secretary for the Public Service. The Permanent Secretary for the Public Service will submit the recommendation to the Public Service Commission. The Public Service Commission will consider the submission and appoint or promote suitably qualified candidates to vacant offices at this level.

Non-nationals shall only be appointed where the Commission is satisfied that no qualified national is available. Such an appointment can only be on a non-permanent basis for such time as may, in the view of the Commission, be necessary to obtain a qualified Solomon Islands Officer (Refer: Public Service Commission Regulation 21)

**APPOINTMENT PROCEDURE**

General Order B-109 will now read: The procedure to be followed to fill vacan-

cies in the Public Service shall be as prescribed in the appropriate Commission's Regulations. When a vacancy occurs, a Permanent Secretary should consider whether the vacant post should be filled and if so in what manner.

- (a) Permanent Secretaries are to ensure that all job descriptions are up to date and include objective selection criteria that enables panels to rate one candidate against another.
- (b) Permanent Secretaries will advertise all establishment vacancies publicly, unless filling with a temporary officer for a period under three (3) months. Within their submission to the Public Service Commission when making recommendation for an appointment, they must include the advertising strategy for each vacancy. (Refer: Public Service Commission Regulation 19).
- (c) Permanent Secretaries must ensure that the selection processes, for which they are responsible, must be based on merit and be transparent and accountable.
- (d) In most cases, a panel will be established in line with the requirements of the relevant Commission Regulations. If selection takes place without a panel process, the Permanent Secretary's submission to the relevant Commission must include the reasons for that approach.
- (e) Permanent Secretaries will submit their recommendation to the relevant Commission in line with the requirements of the Regulations and any procedures provided to them by the Permanent Secretary to the Public Service.
- (f) A copy of all submissions from Permanent Secretaries to the relevant Commission will be provided to the Permanent Secretary for the Public Service.

**General Order B-113** will now read:

The minimum standard of education and qualification required for entry into established office in the Public Service are set out in the relevant scheme of service, which shall be consistent with the criteria laid down in the paper entitled '*New Policy for the structure of the Public Service*' (National Parliament paper No. 34/92) or any recent amendment.

Where no scheme of service has been published, the alternative standards shall be prescribed by the Permanent Secretary for the Public Service, after consulta-

tion with the relevant Permanent Secretary, with the concurrence of the appropriate Commission in each case.

A Permanent Secretary may seek to appoint a candidate who has less than the minimum entry requirements if there are no suitable qualified candidates. In making their recommendation to the relevant Commission, the Permanent Secretary must make note of the fact that the recommended candidate is not meeting the minimum entry requirements but is deemed to have sufficient experience to be able to undertake the job successfully. The relevant Commission will consult the Permanent Secretary for the Public Service before making the appointment.

General Order B 118

#### **SPECIAL APPOINTMENTS**

The Permanent Secretary of the relevant department should seek the prior approval of the Permanent Secretary for the Public Service before making a submission to the relevant Commission on the appointment or re-appointment of any one who :

- (a) has previously been employed in the Government service and been dismissed or called upon to resign or resign there from ; or
- (b) has retired from the Government service and is in receipt of a pension or annual allowance; or
- (c) has been convicted of a criminal offence other than a minor motor traffic offence.

#### **OFFER AND ACCEPTANCE**

Appointments are effective when a written offer has been made by the Permanent Secretary for the Public Service and accepted in writing by the candidate. Office of appointments to the candidates shall be made using the approve standard letter of offer.

#### **CHAPTER B: SECTION 2. PROBATION**

**General Order B-201** will now read:

All first appointments to permanent and non-pensionable office shall be preceded by a six (6) month probationary period, which shall count from the date of appointment. The relevant Commission may determine to extend the probation-

ary period on the advice of the relevant Permanent Secretary.

**General Order B-203** will now read:

It is the responsibility of the relevant Permanent Secretary to ensure that probationary periods are well managed. When an officer is appointed on probation, there is a clear implication and understanding that the officer may count upon being confirmed and admitted to the permanent and non-pensionable office. However, the appointment remains conditional upon that officer adhering to the ethics and values of the Public Service and carrying out all responsibilities during the probationary period in a manner which is acceptable to management.

**General Order B-204** will now read:

The relevant Permanent Secretary must ensure that every probationary officer has a specified supervisor/manager.

- (a) This supervisor/manager is to be assigned for the period of probation, so as to work closely with, provide on-the-job training, advice and timely feedback to the probationary officer.
- (b) The probationary officer's supervisor/manager will provide leadership to the officer and ensure that any opportunities for improvement are identified and supported.
- (c) The probationary officer's supervisor/manager will be monitored by the Permanent Secretary for their effectiveness of their support to the probationary officer.
- (d) Every probationary officer will be provided with an induction program that covers the function and operations of their department and the responsibilities of their unit/Division and their post. This induction will include information about all Acts, regulations, rules and orders that relate to their job.

**General Order B-206** will read:

The relevant Permanent Secretary shall submit the final report on the probationary officer under GO B-501 to the Public Service Commission confirming the appointment, seeking an extension or recommending termination.

**CHAPTER B: SECTION 3 SENIORITY****General Order B-301** will now read:

Seniority shall normally be determined by the effective date of appointment of an officer in his or her substantive grade. Officers can transfer from one cadre, group or class to another at the same grade level, if they are qualified and the transfer would be in the public interest, and retain their seniority.

**CHAPTER B: SECTION 10. TEMPORARY APPOINTMENTS****General Order B-1002** will now read:

All appointments whether temporary or permanent shall be on the basis of merit. Appointments on temporary terms of service against a vacant established post may be made by the Commission after consideration of the recommendation made to them by the Permanent Secretary. The process shall be:

- (a) Up to three (3) months can be filled at the Permanent Secretary's discretion, with an advertising process.
- (b) If the temporary appointment is proposed to be over three (3) months but less than six (6) months, then the procedures for selection must demonstrate that a fair equitable selection process has been undertaken:
- (c) Between three (3) to six (6) months-the vacancy must be advertised using at least one form of advertisement.
- (d) If the temporary appointment is proposed to be more than six (6) months, the vacancy must be advertised in line with the requirements of GO Chapter B-109.

**PROCEDURES FOR MAKING APPOINTMENTS****General Order B-1003** will now read:

Appointments on a temporary basis may be made to a vacant established post. In the submission by the relevant Permanent Secretary to a commission seeking the appointment to be approved, the reasons for determining to appoint on a temporary basis must be explained. Where it is envisaged at the outset that a temporary appointment is likely to continue for a period exceeding six (6) months, the relevant Permanent Secretary shall forward the recommendation for filling the vacancy to relevant Commission.

Should the Commission require further information or advice, they will request this from the Permanent Secretary for the Public Service, before making a decision. If a temporary appointment has been made for less than six (6) months and the Permanent Secretary is seeking to have the appointment extended, the Permanent Secretary for the Public Service will be required to provide advice to relevant Commission, before a decision is made on the extension by that Commission. Close monitoring will ensure that this will not be a process used to avoid undertaking a selection process based on merit.

**General Order B-1008** will now read:

A copy of all submissions from Permanent Secretaries to the relevant Commission in respect of the temporary employees will be provided to the Permanent Secretary for the Public Service.

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**THE FISHERIES ACT 1998**

**(NO. 6 OF 1998)**

**APPOINTMENT OF DIRECTOR OF FISHERIES**

IN exercise of the powers conferred by Section 36 (1) of the fisheries Act 1998, the Minister of Fisheries and Marine Resources hereby appoints -

**EDWIN OREIHAKA**

To be the Director of Fisheries

The appointment shall have effect as from the first February 2006

Dated at Honiara this first day of February 2006

**HONOURABLE MATHIAS TARO**  
Minister for Fisheries and Marine Resources

**PROVINCIAL GOVERNMENT ACT 1987**

**(LN. NO. 7 OF 1977)**

**APPOINTMENT, RESHUFFLING AND REVOCATION OF MINISTERS OF THE MALAITA PROVINCIAL EXECUTIVE**

IN exercise of the powers conferred by section 20(4) as read with section 21(4) of the Provincial Government Act 1997 and acting in accordance with the advice of Honourable Reuben Torii Moli, Premier of the Malaita Province, I, **HONOURABLE FRANK BOLLEN PULE**, Minister of Provincial Government and Constituency Development hereby appoint -

**THE HONOURABLE PHILIP MIMIDI NANAU** to be Provincial Minister for Forestry

**THE HONOURABLE EDWIN MINITI SUIBAEA** to be Provincial Minister of Development Planning

**THE HONOURABLE DAVID NGUIBURI** to be Provincial Minister for Public Relations, Personnel Affairs and Special Duties

**THE HONOURABLE REDLEY SIRA** to be Provincial Minister for Housing, Filming and Cinema Licensing

**THE HONOURABLE ALLEN RURAI** to be Provincial Minister for Lands and Urban Development with effect from the date hereof.

The appointment of **LATE HONOURABLE STEPHEN MAGILIA DANITOFEA** is hereby revoked.

Dated at Honiara this twentieth day of January 2006

**HONOURABLE FRANK BOLLEN PULE**  
Minister for Provincial Government and Constituency Development

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