

PQR FRAMEWORK– 19TH OCTOBER 2011

Salary scale	Administration Stream	Technical Stream	Legal Stream	Accounting Stream	Vocational/Trade Stream
L 3	PhD with 2 years relevant work experience in senior management OR Masters qualification plus 5 years relevant work experience at senior management level	PhD with 2 years relevant work experience in senior management OR Masters with 5 years relevant work experience at senior management level	Masters with 3 years relevant work experience at senior management level OR Postgraduate diploma/Cert plus 5 years relevant work experience at senior management level OR Degree qualification with 7 years of relevant work experience	Masters with 3 years relevant work experience at senior management level OR Postgraduate diploma/Cert qualification plus 5 years relevant work experience at senior management level	Postgraduate level qualification in technical area of the post with 3 years of relevant work experience
L 4	Postgraduate qualification plus 5 years relevant work experience at senior management level or 7 years relevant work experience at middle management level OR Degree qualification with 7 years work experience at senior level plus a Management & Leadership overseas short term training.	Post Graduate Degree in the technical area of the post with 5 years' post degree relevant experience or 7 years work experience in middle level. OR Degree qualification in the technical area of the post with 7 years working experience in the technical area of the post	Post Graduate diploma qualification in the technical area of the post with 5 years' post degree relevant experience OR A degree qualification in the technical area of the post with 7 years' post degree relevant work experience.	Post Graduate qualification in the technical area of the post with years' post degree relevant experience OR A degree qualification in the technical area of the post with 5 years' post degree relevant work experience.	Degree qualification in the technical area of the post with 5 years relevant post degree work experience
L 6-5	Post graduate diploma/Cert plus one year post degree relevant work experience OR Degree qualification with 3 years'	Post graduate diploma/Cert plus one year post degree relevant work experience OR Degree qualifications in the	Degree qualification in the technical area of post with 3 years' post degree relevant technical experience	Degree qualification in the technical area of post with 3 years' post degree relevant technical experience	Degree level qualification in the technical area of the post with 3 years' relevant work experience OR Diploma level qualification in the

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	post degree work experience in middle management level.	technical area of the post with 3 years relevant post degree technical experience			technical area of the post with 5 years' relevant work experience. OR AB certificate / SPM Certificate (Bosun Certificate) with 8 years' relevant work experience, including a certificate in Survival & Fire fighting OR Marine Engineer Class 3 / Diploma in marine engineer with 8 years' work experience, including a certificate in Survival & Fire fighting
L 8-7	Degree qualification with 3 years' relevant post degree experience.	Degree qualification in the technical area of the post with 2 years of relevant technical experience	Degree qualification in the technical area of the post with 2 years of relevant technical experience	Degree in Accounting/Business Studies with 2 years relevant experience. OR Dip in Accounting/Buss Studies 4 years relevant work experience, OR Cert in Acc/Business Studies with at least 6 years work experience in Accounting work/field.	Diploma or international Trade level qualification in the technical area of the post with 3 years relevant work experience.
L 10-9/8-7	Degree in Management & Public Administration or relevant field with 2 or 3 years post degree relevant work experience, OR	Degree qualification in the technical area of the post with 1 year relevant work experience, OR	Degree qualification in the technical area of the post OR Diploma qualification in the technical area of the post	Degree in Accounting/Business Studies with 1 year relevant work experience. OR	Diploma qualification in the technical area of the post with one year post diploma relevant work experience OR

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	Diploma in Management or relevant field plus 5 years work experience. OR Form 7 Certificate with 10 years extensive relevant work experience for Island Council Clerks.	Diploma qualification in the technical area of the post with 3 years' post diploma relevant work experience.	with 3 years' post diploma relevant work experience.	Dip in Accounting/Buss Studies with 3 years relevant work experience OR Cert in Accounting/Business Studies with at least 5 years work experience in Accounting work/field.	APTC Level 3 (Australian Pacific Technical College) with 3 years relevant work experience. OR AB Certificate / SPM Certificate (Bosun Certificate) / Second Mate Foreign Going with 6 years' relevant work experience, including a certificate in Survival & Fire fighting OR Marine Engineer Class 3 / Diploma in marine engineer with 6years' work experience, including a certificate in Survival & Fire fighting
L 10-9	Refer to the above.	Degree qualification in the technical area of the post with 1 year relevant work experience OR Diploma qualification in the technical area of the post with 2 years' post diploma relevant work experience.	Diploma qualification in the technical area of the post with 2 years post diploma technical relevant work experience	Dip in Accounting/Buss Studies with 2 years relevant work experience. OR Cert in Accounting/Business Studies with at least 3 years work experience in Accounting work/field.	Certificate/Trade qualifications in the technical area of the post with 2 years relevant experience
L 12-11	Diploma in a relevant field OR KIT Diploma/Cert with 5 years relevant office work experience in registry plus secretarial certificate.	Diploma qualifications in the technical area of the post	Diploma qualifications in the technical area of the post.	Diploma in Accounting/Business Studies OR Cert in Accounting/Business Studies with 2 years of relevant work experience OR	Certificate of full trade qualifications in the technical area of the post with one year relevant work experience in the technical area of the post. OR Ships' Cook Certificate / Diploma

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				Cert in treasurer's course on banking & Government Accounting system with 5 years relevant experience.	in Commercial Cookery / Hospitality with 5 years' relevant work experience, plus a Certificate in Survival & Fire Fighting OR Grade 5 (Deck Officer) Certificate plus 5 years' relevant experience plus a Certificate in Survival & Fire Fighting
L 14-13	Form 7 Certificate with Secretarial certificate OR Form 5 or 6 with 3 years relevant office work experience in registry plus Secretarial certificate.	Form 7 certificate OR Certificate qualification in the technical area of the post with 2 years relevant work experience	Certificate qualification in the technical area of the post with 2 years relevant work experience	Cert in Accounting/Business Studies OR Cert on Assistant Treasures roles (covering Government/council Acc systems & baking) with 3 years relevant experience. Form 7 cert of passing grades in Accounting/Economics/Maths with 2 years relevant work experience.	Intermediate Trade qualification in the technical area of the post OR Ships' cook Certificate / Qualified Steward Certificate / Hospitality Certificate Level 1 / Commercial Cookery level 1 / Motor Man Certificate / Marine Fitter Certificate / SPM (Bosun) Certificate plus 4 years relevant work experience including a Certificate in Survival & Fire fighting
L 18-15	Form 6 Certificate OR Form 5 Cert with 1 years relevant work experience.	Form 6 certificate OR Certificate qualifications in the technical area of the post	Certificate qualifications in the technical area of the post	F7 certificate with passing grades in Accounting/Economics Maths & Eng.	Initial Trade qualification in the technical area of the post OR A Certificate in the technical area of the post with 2 years' relevant work experience, including a Certificate in Survival & Fire

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					fighting
L 19-18	Form 3 Certificate or Class 9 Certificate	Form 5 certificate with good passes in subjects relevant to the field	Legal certifications (Driving license, etc...)	Form 5 certificate with passing grades in Accounting/Economics, Maths & English.	Undergoing training in the technical area of the post, OR Certificate in the technical area of the post with 1 years' relevant experience, including a Certificate in Survival & Fire Fighting

DEFINITION OF THE STREAMS:

1. Administration Stream

- Positions that are administrative/managerial in nature such as the common and administration cadre. Other positions such as security guards, cleaners, gardeners, cook etc, also fall under this category.
- There's no **essential** qualification required in the admin stream. All qualifications are **desirable** but had to be relevant to the field.

2. Technical Stream

- Positions requiring technical expertise/qualification (excluding positions falling under legal/Accounting & vocational stream).
- Technical qualifications (specified in the JD) are **essential**. Higher qualifications are **desirable** but have to be relevant to the field (eg. Deg in IT is essential but a Post grad in IT/Computing/Information System is desirable).

3. Legal Stream

- Positions where qualification is required by law or professional standards. For eg, Lawyers, Doctors, nurses, dentists, police officers, drivers, teachers etc.

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- Qualifications specified in the Job Description that are required by law are **essential**. Higher qualifications are **desirable** but have to be relevant to the field.

4. Accounting Stream

- Positions requiring Accounting/Economics qualification

Eg. Accounting cadre positions, Auditor positions (KNAO).

- Accounting/Economics (or relevant fields as specified in the JD) qualifications are essential. Higher qualifications are desirable but have to be relevant to the field.

5. Vocational/Trade Stream

- Positions requiring trade qualifications eg. Carpenters, plumbers, mechanics, etc.
- Vocational stream also include MTC & FTC positions and other positions that require working on ships.
- Vocational Stream is essential. Higher qualifications are desirable but have to be relevant to the field
- Trade qualification is essential. Higher qualifications are desirable but have to be relevant to the field.

EXCEPTIONAL CASES

In establishing the 5 streams, further considerations is given to positions that would be difficult to fill because of skills shortage in the labor market and other reasonable grounds that is way above the control of the Ministry. It is recommended that if there are special cases that require lowering the position qualification requirement of a certain post, the Ministry is required to submit that request in writing to the Secretary to the Cabinet.

The Secretary to the Cabinet will consider the request on its merit. If the request is approved, the Secretary to the Cabinet will advise PSO, the concerned Ministry, PSC, MLHRD (NER) on changes of the PQR and justifications for change. However it is important to note that approval for lowering a certain position's PQR is only for that particular position/recruitment and will not affect the PQR Framework as a whole and the subsequent recruitments to that same position. Hence once the position concerned becomes vacant, the PQR framework will be applied as usual while the previous decision for lowering that position's PQR will not be applied given that through a period of time the skills required may be available in the labour market. However, if the Ministry still experienced the same problem with the same position (this can be shown where there's no applicant after advertisement of the post or when all applicants are in-eligible), the Ministry can request to SC for lowering the PQR as usual and provide justifications.

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Alternatively, the Ministry can hire on contract in-eligible candidates if no candidate is eligible to fill in their vacant positions. Once there's sufficient skills/qualification required in the labour market, Ministries may re-open such contracted positions for recruitment of permanent incumbent.

EXPLANATORY NOTES:

1. Senior Management level – refers to positions at level 6-5 and above.
2. Middle Management level – refers to positions at level 11-7
3. Relevant fields – relevant qualifications/field to the post qualification will be defined/identified by the Ministry. This should be clearly stated in the Job Description and will also form basis of the screening at NER during registration.
4. Relevant work experience – Relevant work experience refers to work experience gained in the fields (relevant) identified in the Job description that are relevant to the post/qualification.
5. Post graduate qualification – include Post graduate Certificate, Post graduate Diploma and Postgraduate Degree/Masters