MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
Circular Letter No. 58 of 2022
E/363/15/03 V3
13 September 2022

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments

Filling of Vacancies in the Public Service – Financial Year 2022/2023

Please refer to this Ministry’s Circular Letter No. 38 of 2021, wherein Supervising Officers were requested to ensure that appropriate arrangements are made to expedite the filling of vacancies funded in the Budget 2021/2022 so as to enable Ministries/Departments to avail of appropriate human resources to drive Government business and to provide a quality service to the public.

2. It is noted that 6,434 vacancies were filled during the last financial year, representing 69% of the total vacancies of 9,387 vacancies, which surpassed the target of 60% set out in the Annual Estimates 2021-2022. It also represents a marked improvement over the financial year 2021-2022 where only 30% of the vacancies were filled.

3. In this financial year, provisions have been made under the votes of different Ministries/Departments for the filling of 8,353 vacancies, out of which 4,697 are at entry level and 3,656 vacancies are to be filled by way of promotion. The bulk of these vacancies relates to the following Ministries and Departments:

<table>
<thead>
<tr>
<th>Ministries/Departments</th>
<th>Number of Funded Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>2,749</td>
</tr>
<tr>
<td>Ministry of Health and Wellness</td>
<td>1,354</td>
</tr>
<tr>
<td>Ministry of Education, Tertiary Education, Science and Technology</td>
<td>1,295</td>
</tr>
<tr>
<td>Ministry of Public Service, Administrative and Institutional Reforms</td>
<td>618</td>
</tr>
<tr>
<td>Ministry of Agro-Industry and Food Security</td>
<td>539</td>
</tr>
<tr>
<td>Ministry of Finance, Economic Planning and Development</td>
<td>208</td>
</tr>
</tbody>
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4. The Government has adopted filling of at least 70% of vacancies during the financial year 2022-2023 as one of the key performance indicators for Ministries and Departments.

5. Supervising officers are, accordingly, requested to:
   
   (i) report all funded vacancies to the Service Commissions forthwith;
   
   (ii) make immediate arrangements for recruitment under delegated powers; and
   
   (iii) ensure timely prescription of scheme of service for posts in respect of which funds have been approved in this financial year.

6. I rely on your usual cooperation in the matter.

   
   B. Boyramboli
   Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service