



National Public Service

JOINT CIRCULAR MEMORANDUM

DATE: 2ND JANUARY 2025

TO: ALL DEPARTMENTAL HEADS;
ALL DEEMED DEPARTMENTAL HEADS;
ALL CEOs OF STATUTORY BODIES;
ALL PROVINCIAL ADMINISTRATORS;
ALL CEOs OF PHAs.

SUBJECT: APPOINTMENTS FOR AGENCY HEADS FOR
TWO (2) TERMS ONLY IN THE SAME OFFICE,
SUBJECT TO SATISFACTORY PERFORMANCE.

This joint Circular Memorandum is issued to all current heads of agencies to inform you all that the National Executive Council, in its Decision No. 251/2024, made an important policy decision relating to appointments of agency heads, and length of tenure in the same office.

The policy decision has determined that an appointee may be appointed to an office for a maximum term of two terms only, but that a reappointment option be only subjected to satisfactory performance in the 1st term in office. This means that a departmental head can be in the same office for up to 8 years (two 4-year term) only, subject to satisfactory performance in the 1st 4 years of appointment. If performance is satisfactory in the 1st 4 years, a re-appointment process will apply. If the 1st 4 years performance is unsatisfactory, then the position will be advertised in the open market.

An incumbent will not be allowed to continue in the same office for a third term.

It is therefore important for all current agency heads to be advised accordingly of this important policy decision. It allows you all, especially those serving through a second term, to be aware of this change and make sure that you are ready to leave your position after the second term. At the same time, it is important to deploy your best effort to build the capacity of your deputies and senior management staff in order to maintain continuity of the activities of your respective agencies.

This policy direction will enter into force once the Public Service Regulations are approved by the Head of State. This policy will be applicable to agencies of government and will address any silence in respective legislations so that the policy application is implemented accordingly. This policy direction now applies to all government departments, all provincial administrations, all provincial health authorities and all statutory authorities.

For more information, you can communicate with the Office of the Chief Secretary or the Office of the Secretary for Department of Personnel Management.



MR. IVAN POMALEU, OBE
Chief Secretary
Department of Prime Minister
and NEC



MS. TAIES SANSAN
Secretary
Department of Personnel
Management