



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR NO. 542
OSC Ref. C.3987/S17³

19th December, 2022

Revised Guidelines for Public Officers in Central Government
Seeking Permission to Engage in Private Work

Permanent Secretaries and Heads of Department are asked to bring to the attention of all employees the following revised guidelines for the submission of requests for permission to engage in private work.

These activities should be conducted outside of the normal working hours and be kept at a minimum.

As a general rule, Officers are required to dedicate themselves fully to their job functions as Public Officers in the Public Service during the stipulated official hours of work of the Government of Jamaica.

All requests for permission to engage in private work are to be submitted to the Office of the Services Commissions through the respective Permanent Secretaries or Heads of Department, for consideration by the relevant Service Commission, at **least two (2) months BEFORE** the intended commencement date of the engagement in these activities.

The requests should be made in writing and should outline:-

- i. The exact nature of the activities to be undertaken; and
- ii. The timeframe when these activities will take place.

Permanent Secretaries and Heads of Department are required to examine these requests and to indicate their support or otherwise, and state whether there is any conflict of interest inherent in the employee's request.

Where such requests are approved by the relevant Service Commission, Permanent Secretaries and Heads of Department are required to put in place mechanisms to ensure that no conflict of interest develops in relation to employees' engagement in private work.

Officers are, also, reminded that permission must be given by the relevant Service Commission to sit on Boards and the same principles will apply.

Where Officers fail to obtain permission prior to engagement, then the appropriate disciplinary action for breach of Staff Order No. 4.2.8 (Engagement in Private Work) and No. 4.2.9 (Conflict of Interest) may be taken by the authorized officer or the relevant Service Commission.

Moreover, the creation and/or establishment of private companies and businesses by Public Officers and their subsequent engagement in such ventures, in any capacity, whilst employed in the Public Service may be deemed a conflict of interest and may not fit the profile of an employee of the Government of Jamaica.

This supersedes the OSC Circular No. 245 dated the 13th August, 2019.

A copy of this circular should be placed at a strategic position on the **Notice Board** of the Ministry/Department.

Please ensure that this Circular is brought to the attention of all Officers.

A handwritten signature in blue ink, reading "J Mendez". The signature is written in a cursive style with a large, sweeping initial "J".

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer