



MINISTRY OF EDUCATION AND TRAINING

STAFF PROMOTION POLICY

August 7, 2025

Staff Promotion Policy

1. Purpose

The Ministry of Education and Training (MET) is committed to providing opportunities for its employees to advance within the organization. This Promotion Policy is designed to support career growth and enable employees to apply and further develop their skills and competencies in alignment with the Ministry's goals. This policy seeks to ensure that all promotion decisions are guided by principles of fairness, consistency, and transparency, and are applied uniformly across the Ministry.

2. Organizational Scope

This policy applies to all employees of the Ministry of Education and Training who hold positions below the level of Chief Executive Officer (CEO).

3. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply;

Promotion:	The advancement of an employee from a position at a lower band to a position at a higher band within the organizational hierarchy. This advancement is typically accompanied by increased responsibilities, authority, and remuneration. Promotion serves as a system to recognize and reward high-performing employees, motivate continued productivity, and retain talent within the Ministry. It reflects both individual achievement through positive performance appraisal and contributes to the overall effectiveness of the organization.
High Performance	Consistently exceeding job performance expectations by demonstrating exceptional quality of work, initiative, efficiency, and a positive contribution

	to the Ministry’s goals, including evidence of an improving trend in performance over time.
Skillset	The knowledge, abilities and experience needed to perform a job. (Eg. Creativity, interpersonal skills, critical thinking, problem solving, customer service skills, teamwork skills, communication)
Merit	The demonstrated ability, qualifications, and performance of an employee to carry out the duties and work effectively.
Passed-over employee	An employee who has been overlooked for promotion despite meeting the eligibility criteria and performance standards, often due to organizational needs, limited vacancies, or other operational considerations.
Challenging Office	A workplace environment where interpersonal conflicts or organizational issues create obstacles that hinder an employee’s ability to perform effectively or advance in their career.

4. Policy Content and Guidelines

4.1 Principles of Promotion

a) Merit Principle

Promotions are based on the demonstrated abilities, qualifications, and achievements of employees. The Ministry values competence and excellence, ensuring that those who contribute most effectively are recognized and advanced.

b) Equal Opportunity

all employees shall have fair access to promotion opportunities without discrimination based on gender, age, ethnicity, religion, disability, or any other protected characteristic. The Ministry is committed to fostering an inclusive workplace where everyone can succeed.

c) Transparency and Fairness

The promotion process will be conducted openly with clear criteria and procedures.

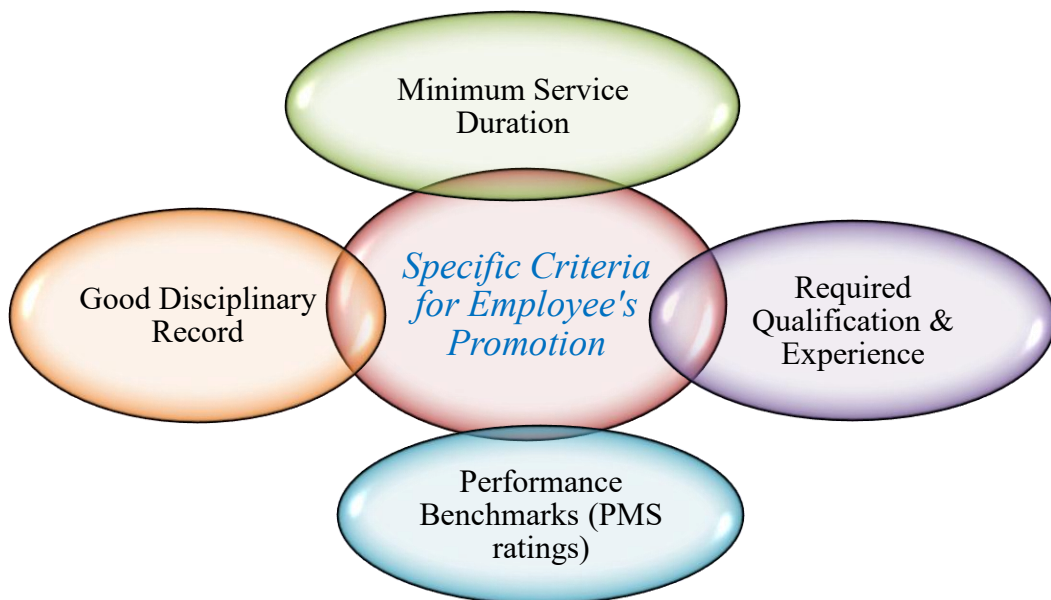
Employees will be informed of how decisions are made to maintain trust and accountability within the organization.

d) Performance

Employee performance, including consistent achievement of targets and demonstration of high-quality work, will be a key factor in promotion decisions. Continuous improvement and dedication to the Ministry's goals are essential for advancement.

Eligibility

Figure 1: Specific Criteria for employee's promotion.



4.2 A person is eligible for promotion if:

a) **Minimum Service Requirement:**

He or she has completed at least one (1) year in the current role.

b) Performance Management Requirement:

His or her Performance Management System (PMS) ratings in the most recent review cycles show an improving trend, and the average rating is at least 4.

c) Required Qualifications and Experience:

He or she possesses the required qualifications and relevant work experience for the position to which promotion is sought.

d) Service Record:

The person has a good service record in terms of:

- i. Ability to multitask and consistently prioritize work to meet deadlines.
- ii. Appropriate behavior with colleagues, supervisors, and subordinates (works well in a team).
- iii. Consistently placing the team's interests ahead of personal interests.
- iv. Good attendance record.
- v. Positive attitude.
- vi. Willingness to accept tasks and responsibilities.
- vii. Honesty and sincerity.

4.3 Conditions for Promotion:

Promotion may be considered under the following circumstances:

a) Availability of Opportunity:

A promotional opportunity has been identified and formally advertised, either internally or externally, in accordance with recruitment procedures.

b) Arising Vacancies:

A vacancy arises unexpectedly within the Ministry and the Ministry determines that the position can be filled through an internal promotion based on merit.

c) Outstanding Performance:

An employee has consistently demonstrated outstanding performance (top 4% of PMS ratings or equivalent) and is recommended by their Supervisor/Head of Division for consideration for a higher position.

d) New Qualifications:

An employee acquires new qualifications or credentials that now meet the minimum requirements for a senior or higher-graded position which they previously did not qualify for.

Formal Request for Internal Promotion:

Any proposal to utilize a vacant position for internal promotion must be submitted in writing by the relevant Supervisor/Head of Division to the HRM together with the completed Application Form.

The HRM will then assess and make recommendations to the CEO.

Recommendations may include:

- i. That the identified vacant position be filled by internal promotion;
- ii. The justification for filling the vacant position by promotion, based on merit, qualifications, and organizational needs.

4.4 Managing Promotion Process.

a) Promotion Review

The Ministry of Education and Training (MET) will conduct a Promotion Review at the end of each year (or whenever Minister & Executives may decide). During this process, management may consider eligible employees for advancement to higher positions or roles that better match their skills and performance. Promotions may also occur outside the annual review if a critical need arises.

b) Steps before Recommending Promotion

- i. Succession Planning: Each division must have a clear plan for staff progression, identifying key positions, required competencies, and development opportunities.

- ii. Performance Assessment: Decisions must be guided by the Performance Management System (PMS) results, taking into account performance, leadership potential, and overall contribution.
- iii. HR Consultation: The Human Resource Division must be involved to ensure the process is fair, transparent, and based on merit.

c) Managing Employees Not Selected for Promotion

- i. Clarify Reasons: Record clear reasons for non-selection, such as lack of qualifications, experience, or leadership readiness.
- ii. Communicate Respectfully: Meet privately with the employee to explain the decision and provide constructive feedback.
- iii. Support Development: Offer opportunities for further training or mentorship to prepare for future promotion opportunities.
- iv. Recognize Contribution: Acknowledge good performance to maintain morale and motivation.

Effective Date of Promotion:

Where the CEO has approved that an employee be promoted to a vacant position, the promotion will take effect from the date of the CEO's decision.

Probationary Period upon Promotion:

All promotions shall be on six (6) months probationary period before confirmation to the position.

4.5 Appeal Procedure

- a) An employee may appeal to the CEO against a promotion decision affecting a post to which they could have been promoted.
- b) Appeals must be lodged within fourteen (14) days of receiving written notice of the decision, through to the CEO.

- c) The CEO's decision shall be final, in accordance with Public Service Commission procedures.

5. Reference

Education Act 2013 Revised Edition 2020

Public Service Policy -Instruction 2010

6. Approval Agency

Minister for Education and Training

7. Approval

This policy supersedes all previous Staff Promotion Policies

Approved by:		
	Minister for Education and Training: Hon. Mo'ale 'Otunuku	Date
Recommended by:		
	Chief Executive Officer 'Isikeli Oko	Date
This policy was originally approved on:		
This version was approved on:		
This version takes effect from:		
This policy will be reviewed by:		

8. Policy Sponsor

Chief Executive Officer for Education and Training

9. Contact Person

The following person(s) may be approached on a routine basis in relation to this policy:

Supiesi Halafih: Legal; Officer- PPR

Email: supihalafih20@gmail.com

10. Annex



MINISTRY OF EDUCATION AND TRAINING

PROMOTION APPLICATION FORM

Confidential – For Official Use Only

Section A: Applicant Information	
Field	Entry
Full Name	_____
Employee ID (if applicable)	_____
Current Position Title	_____
Current Band/Salary Level	_____
Division/Department	_____
Date Appointed to Current Position	_____
Contact Number	_____
Email Address	_____

Section B: Position Applied For	
Field	Entry
Position Title	_____
Band/Salary Level	_____
Division/Department	_____
Vacancy Reference (if advertised)	_____

Section C: Eligibility Confirmation
Please tick all that apply:
<input type="checkbox"/> I have completed at least one (1) year in my current role. <input type="checkbox"/> My PMS ratings show an improving trend. <input type="checkbox"/> My PMS average rating is 4 or above. <input type="checkbox"/> I meet the minimum qualifications for the position. <input type="checkbox"/> I have the relevant work experience required. <input type="checkbox"/> I have a good service record (attendance, behavior, teamwork, attitude).
If any criteria are not met, please explain:

Section D: Supporting Information
Attach the following documents:
<input type="checkbox"/> Updated Curriculum Vitae (CV) <input type="checkbox"/> Certified copies of qualifications <input type="checkbox"/> PMS reports for the last 2–3 cycles <input type="checkbox"/> Training certificates (if applicable) <input type="checkbox"/> Any other supporting documents (specify): _____

Section E: Applicant Statement
Explain why you believe you are suitable for this promotion. Include key achievements, leadership contributions, and relevant experience. (500-1000 words)

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Section F: Supervisor/Head of Division Endorsement	
Field	Entry
Supervisor/HoD Name	_____
Position	_____
Division	_____
Assessment of Applicant: <input type="checkbox"/> Meets all requirements <input type="checkbox"/> Meets most requirements <input type="checkbox"/> Does not meet requirements	
Comments/Recommendation:	
Signature: _____ Date: _____	

Section G: HRM Review	
Reviewed by: _____	
Position: _____	
<input type="checkbox"/> Eligible for Promotion <input type="checkbox"/> Not Eligible for Promotion	
Comments:	
Signature: _____ Date: _____	

Section H: CEO Decision
<input type="checkbox"/> Approved for Promotion <input type="checkbox"/> Not Approved
Effective Date of Promotion: _____
Comments:
CEO Signature: _____ Date: _____

Section I: Notification

Applicant notified in writing **Division notified** **Payroll notified** **HR records updated**