



MINISTRY  
PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA

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Dear Colleague

**PROTOCOL DOCUMENT ON THE PRINCIPLES AND PROCEDURES TO  
BE FOLLOWED FOR THE RECRUITMENT AND FILLING OF POSTS OF  
HEADS OF DEPARTMENT (HODs) AND DEPUTY DIRECTORS-GENERAL  
(DDGs) AT NATIONAL LEVEL**

The above-mentioned Protocol Document, as contained in Chapter 8 of the Senior Management Service (SMS) Handbook, has reference.

Following a Cabinet decision regarding the introduction of compulsory competency assessments for the Senior Management Service (SMS), the Department of Public Service and Administration (**dpsa**) informed all departments and provincial administrations by way of a circular dated 4 March 2008 regarding the introduction of compulsory competency assessments with effect from 1 December 2008.

Against this background, the afore-mentioned Protocol Document has been amended by means of the insertion of a new item 14 that provides for this aspect. The templates (Annexures C and D) contained in the afore-mentioned Protocol Document subsequently have been amended

accordingly. Minor technical amendments were also effected on the protocol Document and all its Annexures. I have attached a copy of the amended Protocol Document and kindly request you to ensure compliance with the document.

An electronic copy of the amended Protocol Document and the accompanying templates will be made available on the **dpsa** website. The SMS Handbook will be updated in due course.

Your co-operation in this regard will be appreciated.

Kind regards



**MR M R BALOYI**

**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

**DATE:** 2025/02/01

Under protocol documents min letter AR