



MINISTRY
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Dear Colleague

**PROTOCOL DOCUMENT ON THE PRINCIPLES AND PROCEDURES TO BE
FOLLOWED FOR THE RECRUITMENT AND FILLING OF POSTS OF HEAD
OF DEPARTMENT (HoD) AND DEPUTY DIRECTOR-GENERAL (DDG) AT
NATIONAL LEVEL**

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

Following the recent introduction by the Cabinet Secretariat of a new template for compiling Cabinet Memoranda, the templates contained in the afore-mentioned Protocol Document had to be amended accordingly. Copies of the amended Protocol Document, together with relevant templates, were subsequently availed to all Executing Authorities at national level, requesting them to ensure compliance with the mentioned document. Attached please find a copy of the self-explanatory letter, together with relevant templates, that was forwarded to all Executing Authorities.

Although the Protocol Document and templates only apply at national level, the above-mentioned documents are also availed to Premiers for information purposes and possible use by Provincial Cabinets.

It is trusted that you will find the above in order.

Kind regards

Geraldine J. Fraser-Moleketi
MS G J FRASER-MOLEKETI
MINISTER

DATE: 23/02/08