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TO HEADS OF ALL NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

ASSESSING THE ABILITY OF DEPARTMENTAL HUMAN RESOURCE COMPONENTS TO ASSIST THEIR DEPARTMENTS TO ACHIEVE SERVICE DELIVERY GOALS

1. The Department of Public Service and Administration (DPSA) has engaged on a number of occasions with departments on a variety of interventions and tools to improve the human resource management function in the Public Service.
2. In a circular 14/1/1/P dated 6 August 2008, departments were informed of the following interventions approved by the national Cabinet:
 - 2.1 The organisational structure, post establishment and activities of departmental human resource components are to be aligned with a generic functional model developed by the DPSA.
 - 2.2 The implementation of a competency framework that defines the generic and the functional competencies needed for the execution of the core human resource management functions.
 - 2.3 The review and alignment of the training programmes on human resource management in the Public Service with the core functions and competency framework referred to above.
 - 2.4 The implementation of a tool that will assist departments to critically review their human resource components to ensure that they are able to not only manage the personnel administration function, but are also able to strategically assist their departments to reach service delivery goals.
 - 2.5 The establishment of a learning forum for departmental human resource practitioners.

3. As regards the tool referred to in paragraph 2.4 above, departments must take note of the following:
 - 3.1 The Minister for the Public Service and Administration has in terms of the Public Service Regulations 2001, Chapter 1, Part III.K **issued a directive** that the attached assessment tool be applied by departments on the following basis:
 - (a) Departments are to assess their human resource components annually before 31 March.
 - (b) The results of such assessments must be submitted (in the form of the completed assessment tool) to the DPSA annually by 30 April.
 - 3.2 The assessments so submitted will be collated and the overall trends identified will be communicated to departments for purposes of benchmarking and further improvement, if deemed necessary.
4. For purposes of the requirement in paragraph 3.1(b) above, heads of departments are herewith urged to complete the assessment of their departments' human resource components in good time. The attached assessment tool is to be used for this purpose. Instructions and guidance on the use of the tool appear in the first part of the document.
5. Your co-operation in this regard will be highly appreciated.

Wm Pretorius

DIRECTOR-GENERAL

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