



**DIRECTIVE ON THE
IMPLEMENTATION OF THE HUMAN
RESOURCE PLANNING STRATEGIC
FRAMEWORK-VISION 2015 FOR THE
PUBLIC SERVICE**

ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND
ADMINISTRATION

RE: DIRECTIVE TO BE ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION IN TERMS OF SECTION 3(2) OF THE PUBLIC SERVICE ACT, 1994.

1. BACKGROUND

The Minister for Public Service and Administration approved the Human Resource Planning Strategic Framework-Vision 2015 for the Public Service in December 2008. The purpose of the Framework is to provide both guidance for and a holistic approach to, HR Planning in the Public Service. The said HR Planning Strategic Framework – Vision 2015 for the Public Service is available on the Department of Public Service and Administration (dpsa) website (www.dpsa.gov.za).

Accompanying the above mentioned HR Planning Strategic Framework-Vision 2015, is a Guideline and Toolkit for HR Planning, which will assist departments in developing a human resource plan as contemplated in Part III.D of Chapter 1 of the Public Service Regulations, 2001 (as amended).

Departments are required to implement the HR Planning Strategic Framework –Vision 2015 for the Public Service and develop Medium Term Expenditure Framework Human Resource Plan (MTEF HR Plan) to support the implementation of the said Framework.

2. AUTHORISATION

This Directive is issued by the Minister for the Public Service and Administration in terms of section 41(3) of the Public Service Act, 1994 (Proclamation 103 of 1994), to supplement Regulation D of Part III of Chapter 1 of the Public Service Regulations, 2001, as amended.

3. COMMENCEMENT

This Directive takes effect on 01 October 2009.

4. SUBMISSION OF THE APPROVED HR PLANS AND IMPLEMENTATION REPORTS

4.1 *Medium Term Expenditure Framework Human Resource Plan*

4.1.1 An Executive Authority shall submit an approved MTEF HR Plan of her or his department to the Minister for Public Service and Administration (MPSA) on or before 30 June 2010.

4.1.2 An Executive Authority shall implement the approved MTEF HR Plan and regularly review it.

4.2 *Annually Adjusted HR Plan*

If an Executive Authority amends the MTEF HR Plan, the Executive Authority shall submit the adjusted HR Plan to the MPSA on or before 30 June of every year.

4.3 *Implementation Reports*

4.3.1 An Executive Authority shall submit a six month report on the implementation of the HR Plan to the MPSA on or before 30 September of every year and thereafter submit an annual report on or before 31 March of every year.

4.3.2 Departments shall use the human resource planning implementation report template available on the dpsa website to compile their implementation reports.

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5. SUBMISSION AND HANDLING OF HUMAN RESOURCE PLANS

- 5.1 Departments shall use the Template obtainable from the dpsa to compile HR Plans.
- 5.2 In case of national departments, the Executive Authority shall submit the HR Plan to the MPSA.
- 5.3 In the case of the provincial departments, Members of the Executive Council shall submit the HR Plan for her or his department through the Office of the relevant Premier. The Office of the Premier will then submit all the approved HR Plan for the province to the MPSA.
- 5.4 The HR Plans shall be submitted to the MPSA in hard copy format and electronically using MS Word Software.