



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Ref: 14/21

HR PLANNING CIRCULAR NO 5 of 2017

TO: HEADS OF ALL NATIONAL DEPARTMENTS AND NATIONAL GOVERNMENT COMPONENTS

RE: REQUEST FOR INPUTS ON THE REVISED DRAFT HR PLANNING TEMPLATE AND GUIDELINE

1. The Department of Public Service and Administration is reviewing the Human Resource Planning Strategic Framework-Vision 2015 as well as the guideline and tools for the Public Service. The purpose of the Framework is to provide guidance and a holistic approach to HR Planning in the Public Service.
2. The project seeks to refine/simplify the HR Planning guideline and tools to address challenges experienced by departments. It should be noted that the review focus was on embedding the principles contained in the Framework. The principles are to be viewed as the building blocks that form the foundation of the development of the HR Plan within departments. This intended to ensure that the new draft HR Planning tools provide a simplified approach towards HR Planning in the Public Service.
3. The review of HR Planning processes and tools seeks to refine/simplify the HR Planning guideline and tools to-
 - increase the effectiveness and efficiency of HR Planning within the Public Service;
 - develop simple and clear guidelines and tools for HR Planning; and
 - effect a shift from disconnected HR strategies and plans to a departmental HR Plan that is setting the strategic agenda and used to improve the functioning of the Department.
4. Departments are requested to provide specific feedback on whether the documents:
 - Outlines the HR Planning process adequately
 - Cover all the critical areas
 - Provide adequate guidance for conducting the HR Planning process
5. Against this background the DPSA hereby requests inputs from departments on the attached draft HR Planning documents specifically in terms of the:
 - Guideline and Toolkit

- HR Planning Template

6. The inputs are to be forwarded to Ms. Nomnotho Ngcobo on Nomnotho.Ngcobo@dpsa.gov.za by the 31st of January 2018.
7. Your assistance in this regard will be appreciated.

A handwritten signature in black ink, appearing to be 'M. T. W.' followed by a flourish.

Director- General

Date: 2017/12/15