

SENIOR MANAGEMENT SERVICE HANDBOOK



MINISTRY
PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA

Senior Mangement Service Handbook

2024 Edition

as at 1 April 2024

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Senior Management Service Handbook

1. Overview

- o [SMS Handbook: Chapter 1](#)

2. Recruitment and selection

- o [SMS Handbook: Chapter 2](#)
- o [Directive on human resources management and development for public service professionalisation](#)
 - [Circular - Implementatioin of the directive on human resources management and development for the public service professionalisation: volume 1](#)
 - [Frequently asked questions](#)

3. Remuneration and conditions of service

- o [SMS Handbook: Chapter 3](#)
- o [Inclusive flexible remuneration package system \(dispensation\) for members of the senior management service \(SMS\) on levels 13 to 16: SMS members employed in terms of the following acts: Public Service Act, 1994 and Correctional Services Act, 1998](#)

4. Performance management and development

- o [SMS Handbook: Chapter 4](#)
- o [Directive on the performance management and development system for the members of the senior management service excluding heads of departments](#)
 - [Circular signed on 16 February 2018](#)
 - [Annexures A1-B-C: Chief Director and Director PA-workplan-PDP](#)
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- [Chief Director and Directors PMDS calculator 2018](#)
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- [Directive on the performance managements and development systems for heads of department](#)
 - [Circular signed on 11 January 2018](#)
 - [Annexure A : Performance assessment criteria and procedure](#)
 - [Annexure B : CMCs descriptors and standards](#)
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5. Competency-based selection

- [SMS Handbook: Chapter 5](#)
- [Directive on the Implementation of Competency Based Assessments for members of the senior management service \(SMS\) in the public service, as amended](#)
 - [Circular - Directive on the implementation of competency based assessments for members of the senior management service \(SMS\)](#)

6. Ethics and conduct

- [SMS Handbook: Chapter 6](#)

7. Misconduct and incapacity

- [SMS Handbook: Chapter 7](#)

8. Employment of heads of department

- [SMS Handbook: Chapter 8](#)
- [Directive on probation instrument to be used for assessing probationary appointments of heads of department \(HODs\)](#)
 - [Circular - Directive prescribing the probation instrument to be used for assessing probationary appointments of heads of department \(HODs\) and deviation on performance management and development](#)
 - [Circular - Directive prescribing the probation instrument to be used for assessing probationary appointments of heads of department \(HODs\)](#)
 - [Circular - Implementation of the probation instrument for assessing probationary appointments of heads of departments \(HODs\) and practice note for other senior managements services \(SMS\) posts \(salary levels 13-15\)](#)
 - [SMS probation form template](#)

9. Financial disclosure

- [SMS Handbook: Chapter 9](#)

10. Grievances

- [SMS Handbook: Chapter 10](#)

11. Training and development

- [Circular and Determination - Policy and procedure on the revolving door policy enablers](#)

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