



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Ref: 28/1/2/3

## ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, AND PROVINCIAL DEPARTMENTS

### DATE FOR THE 2018 PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 27-31 AUGUST 2018.

1. The Head of Department's 8-Principle Action Plan for Women's Empowerment and Gender Equality in the Public Service (herewith referred to as the 8-principle action plan) was launched in 2007, and institutionalized for implementation in 2008. The 8-principle action plan provides a framework for the advancement of women in the workplace and for evaluation of progress made in this area. Through this programme, the Head of Department is expected to systematically create an enabling environment for women empowerment and gender equality in the workplace.
2. The Public Service Women Management Week (PSWMW) which is held during the last week of August each year, provides space to review progress made in the empowerment of women and achievement of gender equality. The Public Service is currently at 41.3% of the required 50% equity representation for women at Senior Management Services (SMS) levels and men are at 58.7%. The representation of persons with disabilities at SMS is even poorer with women at a mere 35.4% of the total number of persons with disabilities at SMS. There is therefore a need for individual departments to increase efforts to address under representation of women at SMS levels and achieve gender transformation in the workplace.
3. This year the period for the PSWMW meetings is **27-31 August 2018**. The Heads of Department and Directors-General are required to:
  - 3.1. Host a meeting with female senior managers (SMS) during this week.

- 3.2. Use the 8-principle action plan exclusively as the agenda of the meeting
  - 3.3. Evaluate progress made by the department in the empowerment of women and achievement of gender equality using the 8-principle action plan.
  - 3.4. Provide a report that reflects progress on the implementation of the principles.
4. Departments are further required to report on the overall progress made or lack thereof in the implementation of the 8-principle action plan. This report should integrate progress made in all programmes within the department, and should be submitted to the DPSA using the **electronic template (Excel document)** available on the DPSA Website ([www.dpsa.gov.za](http://www.dpsa.gov.za)). Instructions with details concerning the completion and submission of the report is available on the first sheet of the Excel document). **The Heads of Department must approve the progress report by signing the “sign off sheet”** (Attached as Annexure A). The (scanned) sign off sheet and the electronic progress report must be submitted by email to the DPSA (Mr Tebogo Monye). The report should reach the DPSA on or before the **31<sup>st</sup> October 2018**.
  5. The Office of the Premier is required to coordinate submission of provincial departmental reports to the DPSA. This is to enhance their monitoring role and ensure compliance by all departments.
  6. Further enquiries can be directed to Ms Hanlie Nel ([hanlien@dpsa.gov.za](mailto:hanlien@dpsa.gov.za) /012 336 1261) or Mr. Tebogo Monye: ([tebogom@dpsa.gov.za](mailto:tebogom@dpsa.gov.za) / 012 336 1200/1261)

Regards



**MS THULI RADEBE**  
**ACTING DIRECTOR-GENERAL**

DATE: 16/07/2018