



the **dpsa**

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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

IMPLEMENTATION OF ELECTRONIC REPORTING FORMAT FOR THE MONITORING OF THE GENDER EQUALITY STRATEGIC FRAMEWORK AND JOBACCESS STRATEGIC FRAMEWORK FOR THE PUBLIC SERVICE


1. The Public Service has a constitutional obligation to be broadly representative of the South African population and to redress the imbalances of the past to achieve broad representation. The DPSA has developed frameworks to assist Departments to plan for the mainstreaming of gender and disability in the Public Service; the Gender Equality Strategic Framework for the Public Service and its Implementation Guidelines of 2008 and the implementation of the Head of Department's 8-Principle Action Plan for Women's Empowerment and Gender Equality (the 8-Principle Action Plan), the JobAccess Strategic Framework on the Recruitment Employment and Retention of Employees with Disabilities in the Public Service and its Implementation Guidelines of 2009 as well as the Policy on Reasonable Accommodation and Assistive Devices and its Directive of 2013.
2. The said strategic frameworks ensure the empowerment of women and persons with disabilities through various mainstreaming principles by fast tracking strategies to address the historical challenges experienced by women and persons with disabilities within the workplace. The key strategic areas that drive equality in the workplace are encapsulated in four critical functional pillars. The strategies are similar in approach but different in focus. The GESF focuses on gender mainstreaming whilst the JASF focuses on mainstreaming issues related disability in the workplace.

3. A major challenge experienced by any Government is to become more effective. To this end, effective monitoring and evaluation processes can assist the public service in evaluating its performance and identifying the factors which contribute to its service delivery outcomes. The DPSA has (amongst others) monitored and provided feedback to Departments on the implementation of both the Gender Equality Strategic Framework for the Public Service (GESF) and the Job Access Strategic Framework for the Public Service (JASF) for many years using a paper based template..
4. One of the major objectives of both monitoring and evaluation initiatives are to provide an evidence base for public resource allocation decisions and to help identify how challenges should be addressed and successes replicated. Government-wide monitoring and evaluation of any policy is, however, a very complex and time consuming process. The capacity constraints in most government departments, including the Chief Directorate: Transformation Policies and Programmes at DPSA has prompted the development of electronic templates to reduce the burden of analysis and feedback, but also to improve the quality of reports submitted to DPSA. During 2018, the Public Service Women Management Week reporting template was changed to an electronic format and this was implemented with huge success, improving both the quality of data received and the feedback report to departments.
5. The new electronic reporting process will guide departments in terms of what actions are expected in the implementation of the various strategic objectives. Furthermore it will enable Directors-General and Heads of Departments to assess information collected through the monitoring process with the aim of using it as a tool for taking managerial action and to improve future interventions through the planning process. Feedback reports will be published on DPSA's website annually and departments will be able to measure their performance against that of other departments.
6. The new electronic templates for the GESF and the JASF will be made available on the DPSA website together with a user friendly implementation guide. Please ensure that you read the guidelines provided and follow the steps precisely to ensure adherence to all the compliance areas. Your attention is specifically drawn to the **changes with regards to the reporting period**. Note the reporting period will with effect from 1 January 2020 change to a financial year (1 April to 31 March) and will no longer be a calendar year (please refer to section 3.2 of the implementation guide). The transitional measures require you to please submit your **GESF and JASF plans for the period 1 April 2020 to 31 March 2021 by 30 April 2021 using the new (Excel) electronic template**.

To facilitate the transition to the electronic template and the change in the reporting period you are required to please submit your **GESF and JASF reports** for the period **1 January 2019 to 31 March 2020** using the old paper based template by 30 April 2020. **NOTE: By 30 April 2021 both the plans and reports will be submitted in electronic format. The Heads of Department must approve the electronic plans/reports by signing the “sign off sheet” (Attached as Annexure A).**

7. The signed (scanned) sign off sheet and the electronic plans as well as the paper based reports must be submitted by email to the DPSA (Mr Tebogo Monye: tebogom@dpsa.gov.za / 012 336 12000) on or before the **30 April 2020**.
8. The Office of the Premier is required to coordinate submission of provincial departments' plans and reports to the DPSA. This is to enhance their monitoring role and ensure compliance by all departments.
9. Further enquiries can be directed to Ms Hanlie Nel (hanlien@dpsa.gov.za /012 336 1261) or Mr. Tebogo Monye: (tebogom@dpsa.gov.za / 012 336 12000)

Regards


MS LINDA DLUDLA
ACTING DIRECTOR-GENERAL
DATE: 10/02/2020