



# 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**

### **DATES FOR THE 2021 PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 23-31 AUGUST 2021.**

1. The Head of Department's 8-Principle Action Plan for Women's Empowerment and Gender Equality in the Public Service (hereafter 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 a space to review progress made in the empowerment of women and achievement of gender equality. As at 31 March 2021, out of 9 385 filled SMS positions, 4 150 (43.9%) were occupied by women and 5 277 (56.23%) were filled by men. This inequality must be addressed and accounted for by Directors-General and HODs. **Furthermore**, South Africa has continued to wrestle with the brutal twin pandemic of gender-based violence and femicide (GBVF) over the past year, and the heart-wrenching impact that this has continued to have on individual women, children and LGBTQI persons, families, communities and the society as a whole.
3. As 2021 marks 150th year of the anniversary of Charlotte Mannyax Maxeke; 2021 was declared "**The year of Charlotte Mannyax Maxeke**" and that all themes for the national days' in 2021 should be aligned to this 150th anniversary.
4. This year the period for the PSWMW meetings is **23-31 August 2021**. The Heads of Department and Directors-General are required to:
  - 4.1. Host a meeting with female senior managers (SMS) during this week.
  - 4.2. Use the 8-Principle Action Plan exclusively as the agenda of the meeting.

- 4.3. Evaluate progress made by the department in the empowerment of women and achievement of gender equality using the 8-principle action plan.
- 4.4. Confirm if any of the following topics were discussed during the PSWMW or at any other event/ meeting/ workshops:
- the implementation of the **National Strategic Plan on Gender Based Violence and Femicide** (NSP on GBVF)
  - the implementation of the Gender Responsive Planning, Budgeting, Monitoring Evaluation and Auditing Framework (GRPBMEA)
  - the efforts made to assist women in terms of the impact of the Covid 19 pandemic
  - the 150th year of the anniversary of Charlotte Manny Maxeke
- 4.5. Provide a report that reflects progress on the implementation of the principles.
5. 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)). No changes should be affected to the electronic template as data will be read programmatically by DPSA and any changes to the template will derail this process. Instructions with details concerning the completion and submission of the report is available on the first sheet of the Excel document, please read and ensure that all instructions are followed. **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: [TebogoM@dpsa.gov.za](mailto:TebogoM@dpsa.gov.za)). The report should reach the DPSA on or before the **31<sup>st</sup> October 2021**.
6. Further enquiries can be directed to Ms Hanlie Nel ([hanlien@dpsa.gov.za](mailto:hanlien@dpsa.gov.za)) or Mr. Tebogo Monye: ([tebogom@dpsa.gov.za](mailto:tebogom@dpsa.gov.za))

Regards

  
MS YOLISWA MAKHASI  
DIRECTOR-GENERAL  
DATE: 29/7/2021

**DEPARTMENT'S  
LOGO**

**OFFICIAL SIGN OFF**

**PUBLIC SERVICE WOMEN MANAGEMENT WEEK REPORT 2021**

This serves to confirm that the progress reported electronically and submitted to the DPSA is a true reflection of the overall progress made by my Department in the implementation of the HOD 8-Principle Action Plan for Women's Empowerment and Gender Equality to address gender inequality in the workplace.

**Signed by Director-General/ Head of Department**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_