



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

CIRCULAR NO. 36 OF 2023

DATE FOR THE 2023 PUBLIC SERVICE WOMEN MANAGEMENT WEEK: 28 AUGUST- 1 SEPTEMBER 2023

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 45.2% of the required 50% equity representation for women at Senior Management Services (SMS) levels. There is therefore a need for individual departments to increase efforts implement the 8-principle action plan which is a mechanism to address the under representation of women at SMS levels and gender transformation in the workplace.
3. The PSWMW is in its 16th year of implementation and this year's meetings will be used to evaluate the implementation of the 8-principle action plan.
4. This year the date for the PSWMW meetings is the **28 August- 1 September 2023**. The Heads of Department and Directors-General are required to:
 - 4.1. Host a meeting with female senior managers during this week.
 - 4.2. Use the 8-principle action plan exclusively as the agenda of the meeting; and

- 4.3. Review the impact that the implementation of the 8-principle action plan has had in the department (each SMS member attending the meeting should fill the questionnaire). Please use the QR Code at the bottom of the questionnaire.
5. Reports should be submitted to the DPSA using the attached evaluation questionnaire (Annexure A). The questionnaire should reach the DPSA on or before the 31st October 2023. The electronic copy of the evaluation questionnaire is available on www.dpsa.gov.za.
6. The DPSA and the UNDP have a partnership to introduce the Gender Equality Seal for public institutions. The Gender Equality Seal is used as a tool to encourage the mainstreaming of gender for equality. The Departments that will enrol in the Seal certification, will be required to prove that they have implemented the 8-Principle Action Plan in order to achieve the awards presented by the Gender Equality Seal. Departments are urged to actively participate in the workshops to institutionalise the Gender Seal targeted at Gender Focal Points and M&E officials.
7. 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.
8. Further enquiries can be directed to Ms Fanani Manugu or Mr. Tebogo Monye or Ms Christine Moremi at 012 336 1200/1271/1144, email: tebogom@dpsa.gov.za or fanani.manugu@dpsa.gov.za or christinem@dpsa.gov.za.

Regards

MS YOLISWA MAKHASI
DIRECTOR-GENERAL
DATE: