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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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CIRCULAR NO. 19 OF 2026

TO ALL HEADS OF NATIONAL/ PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

RE: IMPLEMENTATION OF TRANSFORMATION, INCLUSION AND REPRESENTATION IN THE PUBLIC SERVICE: NATIONAL PRIORITIES

1. The Department of Public Service and Administration issues this Circular 19 of 2026 to affirm the Government's commitment to a capable, ethical, developmental, and representative public service.
2. The legislative framework administered by the Department of Employment and Labour establishes a minimum target of 3% employment of persons with disabilities, which all departments must achieve.
3. The President, in the 2026 State of the Nation Address (SONA), stated: *"To ensure that no one is left behind, we are implementing decision to increase employment equity targets of persons with disabilities in the Public Service to 7% by 2030, and..."*. This establishes the national trajectory for accelerated inclusion.
4. This Circular 19 of 2026 provides implementation guidance within the existing legislative framework and national priorities. Departments must give effect to its provisions and must:
 - a) Align workforce plans to achieve the 3% minimum requirement and advance towards the 7% objective through planned, measurable, and incremental year-on-year progress by 2030. Departments must assess current representation levels, determine percentage gaps, and implement targeted measures to address these gaps.
 - b) Integrate persons with disabilities, women in the Senior Management Service, and youth priorities into Human Resource Plans, Annual Performance Plans, and organisational strategies.

- c) Prioritise recruitment and advancement of persons with disabilities, women in the Senior Management Service, and youth.
 - d) Maintain accurate and verifiable data that supports monitoring, reporting, and audit requirements, and ensure its availability for audit purposes.
 - e) Assign accountable officials to ensure implementation and measurable progress.
 - f) Implement measures, in line with applicable legislation, to encourage voluntary disclosure of disability status, to enable accurate reporting and reasonable accommodation.
5. Transformation priorities (persons with disabilities, women in the Senior Management Service, and youth) must be incorporated into the performance agreements of Directors-General, equivalent levels, and all Senior Management Service members, with implementation supported by departmental internal audit and oversight processes.
 6. Directors-General must demonstrate measurable year-on-year progress. Performance forms part of Performance Agreements and Annual Performance Plans (APP) and will be assessed through established performance management processes. Where performance does not meet approved targets, the Executive Authority (EA) must apply appropriate corrective and consequence management measures in accordance with applicable legislation and government priorities. Such measures must be fully disclosed through established audit, oversight, and governance processes, including reporting to the Auditor-General and relevant departmental oversight structures.
 7. Appointments of persons with disabilities, women in the Senior Management Service (SMS), and youth must reflect substantive inclusion. Appointees must exercise leadership, governance, and full participation in executive and decision-making structures, including, where applicable, at the boardroom level, such as departmental Executive Boards, Executive Committees and Management Committees.
 8. The Department of Public Service and Administration (DPSA), in collaboration with the Department of Women, Youth and Persons with Disabilities (DWYPD), will monitor appointments across departments through established oversight and reporting mechanisms, with a focus on representation of women in the Senior Management Service, youth, and persons with disabilities.
 9. The Department of Public Service and Administration provides structured support to national and provincial departments through a range of policy instruments, frameworks, and implementation guidelines that strengthen compliance, inclusion, and institutional capability.
 10. Departments must utilise these instruments and guidelines, including the Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service (PRAAD)

and its determination, the JobACCESS Strategic Framework on the Recruitment, Employment and Retention of Employees with Disabilities in the Public Service (JASF) and its implementation guideline, the Gender Equality Strategic Framework (GESF), the HOD's Eight (8) Principle Plan of Action for Women Empowerment in the Public Service, the Policy on the Prevention and Elimination of Harassment and Violence in the Workplace (PPEH), and the Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing (GRPBMEA) framework.

11. A workshop will be convened in the first quarter of the 2026/2027 financial year to support departmental compliance and alignment, with further coordinated oversight and technical guidance provided on an ongoing basis, where required.

Your leadership in advancing an inclusive and professional public service is highly appreciated.

Yours sincerely,

MR. WILLIE VUKELA
DIRECTOR-GENERAL
DATE: