



**DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

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TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND ORGANISATIONAL COMPONENTS

ADVERTISING AND FILLING OF VACANCIES DURING THE PERIOD OF THE TRANSFORMATION AND RESTRUCTURING OF THE PUBLIC SERVICE

1. This Department's evenly numbered circular dated 2 August 2002 refers (copy attached for easy reference).
2. In paragraph 1(b) of the said circular, reference was made to circumstances which could dictate the advertising and filling of positions with the approval of the relevant Inter-Departmental Task Team (IDTT). Following enquiries from departments and given the reality that IDTT's are in some cases not yet fully operational, the Minister for the Public Service and Administration has directed that in such cases, departments may continue to advertise critical vacancies.
3. This directive is subject to the following:
 - 3.1 Executing authorities or heads of departments must personally approve the advertising of critical vacancies.
 - 3.2 A critical vacancy would for example be where scarce skills are required and the department is unlikely to find excess employees with such skills or if the filling of the vacancy is extremely urgent and involves a critical/essential service.
 - 3.3 In a case where an IDTT is fully operational and is able to consider requests for advertising critical vacancies, a department must fully comply with the provisions of the Framework Agreement on the Transformation and Restructuring of the Public Service.

4. Employer representatives on the IDTT's should be mandated to immediately start developing guidelines on the circumstances that could dictate deviations from the advertising and filling procedures contained in the relevant collective agreement, as well as occupational categories that should be exempted. The Minister for the Public Service and Administration has already directed that all vacancies within the Senior Management Service shall be deemed to be critical. DPSA will shortly develop guidelines for consideration by the IDTT's on other types of positions that should be deemed to be critical vacancies.



ACTING DIRECTOR-GENERAL

DATE: 20/08/2002

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