



**the dpsa**

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Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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**TO HEADS OF ALL NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, PROVINCIAL DEPARTMENTS AND ORGANIZATIONAL COMPONENTS**

**INTERIM ARRANGEMENTS REGARDING THE SECONDMENT OF SOUTH AFRICAN PUBLIC SERVICE EMPLOYEES TO MULTILATERAL ORGANIZATIONS.**

1. The Department of Public Service and Administration (DPSA) is in the process of finalizing a policy to facilitate the secondment of South African Public Service employees to the administrations of multilateral organizations. The need for the policy emanates from a phenomenal increase in the participation and involvement of South Africa in multilateral organizations abroad. The policy aim is to provide a set of norms and standards that will enable departments to manage the secondment of employees in a consistent and effective manner.
2. The envisaged policy will inter alia provide for the payment of reasonable service benefits to employees who are seconded to multilateral organizations. The financial implications are currently being determined by Treasury and indications are that the eventual implementation of the policy may still take some time. In the interim it is necessary to alert departments about the urgent need to increase the participation of the RSA in the administrations of multilateral organizations. What is needed is that departments become dynamically focused on and participate in making employees available for secondment. A serious call is therefore made that departments actively and continuously liaise with the Department of Foreign Affairs, that is by virtue of its operations a key role player in the process, on the available opportunities to second employees to the administrations of multilateral organizations.

3. The policy will inter alia provide for a mechanism to ensure that the service benefits of an employee who is seconded to a workplace outside the RSA, will not be less than that attached to a comparable post at a South African mission in that country. Whilst this measure is not yet applicable, nothing prohibits departments to pursue the secondment of an employee in terms of the provisions in section 15(3) of the Public Service Act, 1994 and Regulation B 4.3 in chapter 1, Part VII of the Public Service Regulations, 2001. Should circumstances require that additional provision be made to compensate an employee for his or her expenses and other factors relevant to the secondment, departments are herewith advised to consider approaching the DPSA for guidance and advice in this respect. The following information should be provided in such an instance:
  - 3.1 The particulars of the employee (name, size of the family, salary notch and remuneration level).
  - 3.2 The particulars of the intended or appropriate cost sharing arrangement to be made with the multilateral organization.
  - 3.3 The particulars of the secondment (information on the multilateral organization, the term of secondment, the type of work to be performed and the remuneration/benefits offered by the organization).
4. The above means that the additional compensation to be granted should be reasonable and justifiable in terms of the particular circumstances of the employee and the secondment opportunity. Departments should, where necessary engage in prior consultation with the DPSA on the merits of a particular case.
5. The above interim arrangement is meant to provide an interim mechanism whereby departments could until the policy is implemented, obtain a mandate to grant the additional compensation referred to in paragraph 3 above, to employees who are seconded to the administrations of multilateral organizations. Once implemented, the benefits and compensation provided for in the policy, will become applicable.



**DIRECTOR-GENERAL**

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