



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Inquiry : Ms S Naidoo
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File : 14/1/1/P

TO: ALL HEADS OF NATIONAL / PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

RE: INVESTIGATION INTO THE REASONS FOR TERMINATIONS IN THE PUBLIC SERVICE, REVIEWING AMONGST OTHERS THE PRACTICE OF EXIT INTERVIEWS

1. The Governance and Administration Cluster has been carrying out capacity assessments since October 2004, focusing initially on an assessment of skills shortages and gaps in the public service, then on various sectors in the public service and currently on supporting the implementation of ASGI-SA. Vulindlela analyses of a small sample of departments were conducted and entailed a high-level assessment of information captured in PERSAL and BAS and included engagements with the relevant departments to identify key strategic issues emerging from an analysis of the data. A number of issues relating to recruitment and retention of professionals were identified, particularly factors that motivate employees to leave the public service. Given the relatively limited number of departments sampled in the Vulindlela analyses, the DPSA was requested to conduct a more comprehensive investigation into the reasons for terminations in the public service, and to review amongst others the practice of exit interviews.
2. To this end a questionnaire is attached for your completion. Due to time constraints my department is unable to engage in face to face discussions with all departments, but I trust that through the attached questionnaire you will be able to constructively contribute to the investigation.

3. An electronic copy of the research questionnaire is available on the DPISA website at http://www.dpsa.gov.za/ep_documents.asp for easy download and completion. Kindly forward the completed questionnaire to Ms Saandhri Naidoo in my department at fax number (012) 336 1812 or email to saandhri@dpsa.gov.za by no later than 15 May 2007.

4. Your cooperation will be sincerely appreciated.

Kind regards



DIRECTOR-GENERAL

Date: 2007-5-7