



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

IMPLEMENTATION OF RESOLUTION 1 OF 2007: TIME FRAMES FOR THE ADVERTISING AND FILLING OF FUNDED VACANT POSTS

1. The dpsa's circular 1 of 2007 on the implementation of PSCBC Resolution 1 of 2007 refers.
2. The Minister for Public Service and Administration has amended Part VII of Chapter 1 of the Public Service Regulations, 2001 by the insertion of Regulation C.1A (copy attached). The amendment prescribes the time frames for the advertising and filling of funded vacant posts and gives effect to Clause 14 of PSCBC Resolution 1 of 2007.
3. All departments must ensure that:
 - (a) All funded posts vacant on 30 June 2007 are advertised and filled not later than 30 June 2008.
 - (b) Any funded post vacated on or after 1 July 2007 is advertised within six months after becoming vacant and filled within 12 months after becoming vacant.
 - (c) Where a department does not comply with paragraphs 3 (a) and (b) above, the reasons for the non-compliance are recorded in writing.
4. In terms of clause 14 of PSCBC Resolution 1 of 2007, the employer undertook to provide the Council (PSCBC) with regular reports on the advertising and filling of posts in the public service. The report is to include the number of funded vacancies, number advertised, number filled, number unfilled and the reasons for non-filling. These reports are to be submitted every 6 months to the Council for distribution to trade union parties to Council. The dpsa will co-ordinate the report to the Council on vacancies in terms of the Public Service Act, 1994.

5. Unfortunately the information required for reporting on progress in advertising and filling of funded vacancies is not readily available from the PERSAL system. Departments are accordingly required to complete the electronic template on the dpsa website (copy attached) and email same to **vacancyreports@dpsa.gov.za** by **29 February 2008**. The respective Offices of the Premiers are kindly requested to co-ordinate the electronic submission of information by provincial line departments.
6. The administrative burden placed on departments to submit information to the dpsa is acknowledged. Departments are therefore requested to ensure proper alignment of their organisational structures on the PERSAL system and available budgets so that vacancies can be correctly determined. The information submitted through the attached template will be compared with data extracted from the PERSAL system for the same period to identify non-compliant departments in this regard.
7. Electronic copies of the reporting template as well as the amended Public Service Regulations, 2001 are available on the dpsa website at www.dpsa.gov.za.

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^ **DIRECTOR-GENERAL**

Date: 11/2/08