



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, Pretoria, 0001. Tel: (012) 336 1000, Fax: (012) 326 7803
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120. Fax: (021) 465 5484

Reference no: 14/1/1/P
Enquiries: Mr F Pelsler
Telephone no: (012) 336 1312

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

**INTERVENTIONS TO IMPROVE THE HUMAN RESOURCE MANAGEMENT
FUNCTION IN THE PUBLIC SERVICE**

1. The purpose of this circular is to inform departments of-
 - 1.1 Cabinet's approval of specific interventions to improve the human resource management function in the Public Service; and
 - 1.2 matters concerning the implementation of the relevant interventions.

APPROVAL OF CABINET

2. The Department of Public Service and Administration (**dpsa**) has for some time now engaged departments on a variety of interventions and tools to improve the manner in which human resource management is conducted in the Public Service. Having been informed of the progress made in this regard, the Cabinet approved on 11 June 2008 that the-
 - 2.1 interventions elucidated in paragraph 3 below be implemented; and
 - 2.2 Minister for the Public Service and Administration prepares a user-friendly manual on the interventions for use by departments.
3. The interventions approved by Cabinet are the following:
 - 3.1 The organizational structure, post establishment and activities of departmental human resource components are to be aligned with the generic functional model at Annexure A for purposes of improving the execution of the core human resource management functions.

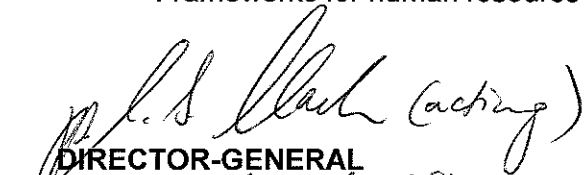
- 3.2 The implementation of the competency framework at Annexure B that defines the generic and the functional competencies needed for improving the execution of the core human resource management functions.
- 3.3 The review and alignment of the training programmes on human resource management in the Public Service with the core functions and the competency framework referred to in sub-paragraphs 3.1 and 3.2 above.
- 3.4 The implementation of the key performance indicators at Annexure C so that departments can critically review their human resource components to ensure that such components are able to manage not only the personnel administration function but are able to strategically assist departments to reach their service delivery goals.
- 3.5 The establishment of a learning forum for departmental human resource practitioners to *inter alia* facilitate the implementation of the above interventions and other matters relevant to the improvement of the human resource management function in the Public Service.

IMPLEMENTATION OF THE APPROVED INTERVENTIONS

4. The **dpsa** will, given its responsibilities in regard to human resource management in the Public Service, provide guidance and advice to departments for purposes of ensuring that the interventions are implemented. The following persons can be contacted in this respect:
 - 4.1 Organizational structure, post establishment, etc of departmental human resource components: Mr Siyabonga Msimang (**dpsa**), telephone no 012 336 1403.
 - 4.2 Competency framework for human resource management and development: Ms Morongoa Morena (**dpsa**), telephone no 012 336 1165.
 - 4.3 Review of the training programmes on human resource management: Ms Leonore Neethling (**Public Administration Leadership and Management Academy**), telephone no 012 441 6205.
 - 4.4 Key performance indicators for the assessment of human resource components: Mr Floors Pelser (**dpsa**), telephone no 012 336 1312.
 - 4.5 Learning Forum for departmental human resource practitioners: The Forum, consisting of regular steering committee meetings and an annual Human Resource Forum meeting, was introduced on 21 June 2007. Mr Sam Ntshangase (**dpsa**), telephone no 012 336 1262 can be contacted for information in this regard.
5. For purposes of giving impetus to the implementation of the approved interventions, the following immediate initiatives will be rolled out:

- 5.1 Workshops with departmental human resource components that focus specifically on the implementation of the relevant interventions. The aim will be to-
- (a) equip departmental human resource components with the necessary understanding and knowledge about the model and instruments at Annexures A to C for purposes of application and implementation in their departments;
 - (b) inform departmental human resource components of the revised training programmes on human resource management; and
 - (c) identify any particular needs and areas for further intervention.
- 5.2 The finalisation of a user-friendly manual that reflects on and contextualises the various interventions within the broader human resource management and development strategy adopted for the Public Service to guide and assist departments.

6. The approved interventions will form the basis for all future interactions by the **dpsa** with departments.
7. Departments and provincial administrations will in due course be approached for the workshops referred to in paragraph 5.1 above. The Public Administration Leadership and Management Academy will separately engage departments on the validation of the Human Resource Management Curriculum and Training Frameworks for human resource training in the Public Service.


DIRECTOR-GENERAL
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