



the dpsa

**Department:
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**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: A MANUAL FOR USE BY DEPARTMENTS**

1. The Department of Public Service and Administration (DPSA) has engaged on a number of occasions with departments on a variety of interventions and tools to improve the human resource management function in the Public Service.
2. In a circular 14/1/1/P dated 6 August 2008, departments were informed of the following interventions approved by the national Cabinet:
 - 2.1 The organisational structure, post establishment and activities of departmental human resource components are to be aligned with a generic functional model developed by the DPSA.
 - 2.2 The implementation of a competency framework that defines the generic and the functional competencies needed for the execution of the core human resource management functions.
 - 2.3 The review and alignment of the training programmes on human resource management in the Public Service with the core functions and competency framework referred to above.
 - 2.4 The implementation of a tool that will assist departments to critically review their human resource components to ensure that they are able to not only manage the personnel administration function, but are also able to strategically assist their departments to reach service delivery goals.
 - 2.5 The establishment of a learning forum for departmental human resource practitioners.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhumende noLawulo . UmiNyango wemiSebenzi kaRhumende nokuPhata

3. The national Cabinet also indicated that a user-friendly manual be developed on these interventions for use by departments. Following consultation with departments, the attached draft manual that contextualises the various interventions, has been developed.
4. **Departments are requested to provide the DPSA with comments on the attached draft manual by not later than 15 January 2010.** In this regard and for the purpose of improving the draft manual, departments should pay close attention to the manual's content, style and lay-out in general. If any additional information or content matters are deemed necessary, departments' inputs will be appreciated.
5. The DPSA wishes to extend its sincere appreciation to those that have so far participated in the development of the manual.



DIRECTOR-GENERAL

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