



the dpsa

**Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Reference no: 14/1/1/P
Enquiries: Ms M Morena
Telephone no: (012) 3361165

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

**DRAFT GUIDE ON THE PRACTICE OF CAREER MANAGEMENT IN THE PUBLIC
SERVICE**

The Department of Public Service and Administration (DPSA) has engaged on a number of occasions with departments on the draft guide on the Practice of Career Management in the Public Service. The first consultation session was conducted on the 13th of August 2010 at the steering committee meeting attended by human resource managers and practitioners from national, provincial departments and government components, followed by a number of consultations with selected departments.

The project to develop the guide was initiated in 2010 following recommendations on a report aimed at identifying interventions to improve where necessary, the recruitment, selection and career management of staff in the Public Service.

Output 2: human resource management and development; from the delivery agreement for outcome 12, pays particular attention to poor HRM as one of the factors contributing to inadequate service delivery. In order to achieve the output, four sub-outputs and key activities have been identified as critical. The sub-outputs include amongst others, recruitment, retention and career pathing, HRP, skills development and cadre development. The project to develop the guide seeks to support the achievement of the sub-output relating to recruitment, retention and career pathing.

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 kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

Based on this background and following consultations with departments and research on career management practices, the attached draft guide on the Practice of Career Management in the Public Service has been developed. Departments are requested to provide the DPSA with comments and inputs on the draft guide within one month from the date of this letter.

The DPSA also wishes to extend its sincere appreciation to those that have so far participated in the development of the draft guide.

Please forward the comments and inputs to Ms Morongoa Morena at DPSA at e-mail; morongoam@dpsa.gov.za or contact her at (012) 336 1165 for any clarity.

Thank you for your co-operation.

A handwritten signature in black ink, appearing to be 'T. H. M. M.', written in a cursive style.

DIRECTOR-GENERAL

DATE: 15/04/2011