



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: F Pelsier
Tel no. 012 336 1312
E-mail: Floors@dpsa.gov.za

**TO HEADS OF ALL NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS,
OFFICES OF PREMIERS AND GOVERNMENTS COMPONENTS**

**REDUCING THE RECRUITMENT PERIOD AND THE VACANCY RATE IN THE PUBLIC
SERVICE**

PURPOSE


1. The purpose of this circular is to-
 - 1.1 apprise departments and government components of the targets set by Government in the above-mentioned regard;
 - 1.2 inform departments and government components of their responsibilities to achieve these targets; and
 - 1.3 inform offices of premiers of their role in regard to their provincial departments.

BACKGROUND

2. As you are aware, Government adopted 14 outcomes as a key focus for the Public Service between 2014 and 2019.
3. The Minister for the Public Service and Administration is the custodian for the realisation of outcome 12 (An efficient, effective and development oriented public service) that applies to the entire Public Service. This outcome is inter alia underpinned by the improvement of the human resource management and development function in respect of which various objectives have been identified. One of these objectives entails that departments must reduce, by 31 March 2015 -
 - 3.1 the average vacancy rate in respect of funded posts to at most 10%; and
 - 3.2 the median period it takes to fill a funded vacancy to 6 months.
4. The aforementioned targets are a continuation of those adopted for the previous term of Government in respect of which a specific Strategy (that expired on 31 March 2014) was adopted to achieve the aforementioned targets.

WAY FORWARD

5. Since the filling of posts is a departmental/government component competence, the responsibility to reach and maintain the targets will vest with departments and government components. It is thus of paramount importance that departments and government components, in particular their top management and human resource units; institutionalize the targets set by the Strategy through their planning processes. This should, as a minimum, entail the following:
 - 5.1 Regular assessments of current vacancy levels and turnaround times to fill posts in the Department or the Government Component.
 - 5.2 Implementation of departmental or component specific interventions to address shortfalls as benchmarked with the set targets.
 - 5.3 Locating an oversight responsibility within the Department or the Government Component to monitor and report on the implementation and efficacy of the departmental/government component interventions.
6. The DPSA will on a quarterly basis monitor the position and provide oversight reports to its governance structures. The envisaged reporting will be based on Information extracted from PERSAL. Departments and government components must thus ensure that their information is correctly captured on PERSAL. (A separate arrangement will be made in the case of the Departments of Defence and Police that do not utilise the PERSAL system).
7. The DPSA will, where necessary, liaise with under achieving departments in regard to the reasons for not achieving the targets and their intended interventions to achieve the targets. As regards provincial departments that do not meet the targets, liaison will take place through the relevant Office of the Premier.
8. Your co-operation in the aforementioned regard will be highly appreciated.


DIRECTOR-GENERAL
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