



**the dpsa**

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## **TO HEADS OF ALL NATIONAL DEPARTMENTS, OFFICES OF PREMIERS, PROVINCIAL DEPARTMENTS, AND GOVERNMENT 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, offices of premiers 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, Cabinet approved the Medium Term Strategic Framework of Government for 2014 - 2019, that provides for 14 outcomes to be achieved by Government.
3. The Minister for the Public Service and Administration is responsible for leading the implementation of Outcome 12, which seeks to establish "An efficient, effective and development oriented Public Service". Outcome 12 contains various objectives, of which one entails that the Public Service must reduce -
  - 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.

**WAY FORWARD**

4. Since the filling of posts is a departmental/government component competence, the responsibility to achieve and maintain the aforesaid targets vests 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 through their planning processes. This should, as a minimum, entail the following:
  - 4.1 Regular assessments of current vacancy levels and turnaround times to fill posts in the Department or the Government Component.
  - 4.2 Implementation of departmental or component specific interventions to address shortfalls as benchmarked with the set targets.
  - 4.3 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.
5. The DPSA will on a regular 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).
6. The DPSA will, through FOSAD, request under-achieving national departments and provincial administrations (in respect of their respective provincial departments) to report on the following matters:
  - 6.1 Their average vacancy rates and median period to fill posts as determined according to their records.
  - 6.2 If applicable, reasons for any differences between the departmental figures and that of PERSAL.
  - 6.3 Reasons for any shortfalls in respect of the set targets.
7. Apart from the engagement through FOSAD the DPSA will also, 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, the 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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