



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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

HRP CIRCULAR NO 3 of 2017

DIRECTIVE ON PERSONNEL SUITABILITY CHECKS

1. The Minister for the Public Service and Administration has previously issued a Directive to determine which areas must be covered when doing verifications on appointment in the Public Service - the attached DPSA circular 14/1/1/P dated 23 November 2007 refers.
2. As indicated in the aforementioned DPSA circular, the Directive was meant to supplement the Regulation in chapter 1, part VII D.8(a) of the repealed Public Service Regulations, 2001.
3. The Public Service Regulations, 2001 have been replaced by the Public Service Regulations, 2016 and the Minister for the Public Service and Administration has consequently, in terms of section 3(2) read with section 41(3) of the Public Service Act, 1994-
 - 3.1 withdrew the current Directive with effect from 31 January 2018; and
 - 3.2 issued, effective from 1 February 2018, the attached Directive on Personnel Suitability Checks to supplement Regulation 57(1)(c) of the Public Service Regulations, 2016.
4. Departments must ensure that the provisions contained in the Directive are complied with.

DIRECTOR-GENERAL

DATE:

2018/01/11



DIRECTIVE ON PERSONNEL SUITABILITY CHECKS

ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION IN TERMS OF SECTION 3(2) READ WITH SECTION 41(3) OF THE PUBLIC SERVICE ACT, 1994 AS A DIRECTIVE TO SUPPLEMENT REGULATION 57(1)(c) OF THE PUBLIC SERVICE REGULATIONS, 2016

**MS AF MUTHAMBI, MP
MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION
DATE: 21 December 2017**

1. INTRODUCTION

- (a) The Minister for the Public Service and Administration has previously, per DPSA circular 14/1/1/P dated 23 November 2007, issued a Directive to determine which areas must be covered when doing verifications on appointment in the Public Service. The Directive was meant to supplement the Regulation in chapter 1, part VII D.8(a) of the repealed Public Service Regulations, 2001.
- (b) Due to changes introduced by the Public Service Regulations, 2016 and the Determination on other Categories of Designated Employees to Disclose their Financial Interests, the Minister for the Public Service and Administration issued the Directive below that replaces the aforementioned Directive.

2. AUTHORISATION

This Directive is issued in terms of section 3(2) read with section 41(3) of the Public Service Act, 1994, as amended, by the Minister for the Public Service and Administration to supplement Regulation 57(1)(c) of the Public Service Regulations, 2016.

3. SUBJECTING AN EMPLOYEE OR CANDIDATE FOR EMPLOYMENT TO PERSONNEL SUITABILITY CHECKS

The personnel suitability checks contemplated in Regulation 57(1)(c) of the Public Service Regulations, 2016 shall consist of the following:

- (a) Criminal record checks.
- (b) Citizenship verification.
- (c) Financial record checks.
- (d) Qualification/Study verification.
- (e) Previous employment verification (Reference checks).

4. COMMENCEMENT

This Directive takes effect on 1 February 2018 and replaces the Directive issued per DPSA circular 14/1/1/P dated 23 November 2007.

5. TRANSITIONAL ARRANGEMENT

In instances where a candidate for employment has already been subjected to the verification process prescribed by the previous (replaced) Directive before its expiry and the candidate is subsequently duly appointed, such a verification shall be deemed to have been made in accordance with this Directive.



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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

IMPLEMENTATION OF THE NATIONAL VETTING STRATEGY IN THE PUBLIC SERVICE

1. The purpose of this circular is to inform departments of-
 - 1.1 the National Vetting Strategy approved by Cabinet;
 - 1.2 matters concerning the implementation of the Strategy; and
 - 1.3 a directive issued by the Minister for the Public Service and Administration in respect of the verification of an applicant's personal details, educational qualifications, etc for purposes of employment in the Public Service.

NATIONAL VETTING STRATEGY APPROVED BY CABINET

2. Public Service employees are continuously at risk of being targeted for acts of espionage, sabotage, subversion, corruption and a range of other criminal and unconstitutional activities. It is consequently imperative that adequate processes concerning the screening and security vetting of candidates and employees be put in place.
3. The National Strategic Intelligence Act (Act 39 of 1994) mandates the National Intelligence Agency (NIA) to undertake the security vetting of all applicants, employees and service providers to Organs of State that will have access to classified information. The NIA is in terms of the existing framework also involved in the screening of individuals for purposes other than determining the security competency of an individual, namely the verification of an applicant's personal details, educational qualifications, etc for purposes of determining the suitability of a person for employment in the Public Service.

4. Following a study undertaken by the NIA, a National Vetting Strategy was formulated that inter alia addresses the needs of the State to determine the suitability of persons for employment as well as their security competency. The relevant Strategy was approved by Cabinet during December 2006 and it entails, besides a range of other interventions which will be attended to by the NIA, the following human resource management-related interventions:

4.1 The implementation of personnel suitability checks (PSCs) in respect of all candidates selected for appointment or deployment to a post.

4.2 The establishment of vetting fieldwork units (VFUs) in selected departments. A total of 13 departments have been earmarked for the establishment of VFUs during the 2007-2011 MTEF period.

5. Detail about the interventions and their implementation appear below.

PERSONNEL SUITABILITY CHECKS (PSCs)

6. In line with the approved Strategy, the Minister for the Public Service and Administration has in terms of section 3(3)(e) of the Public Service Act, 1994 issued the directive at Annexure A to supplement the Public Service Regulations 2001, Chapter 1, part VII D.8(a) that deals with the verification of a candidate's information prior to appointment or the filling of a post. The directive takes effect on 1 January 2008.
7. The NIA will assist departments to conduct criminal record checks and citizenship verifications, as well as to establish their own databases regarding financial/asset record checks and qualification/study verifications. Departments should also note the following in this regard:
- 7.1 The South African Qualifications Authority can be approached to evaluate foreign qualifications.
- 7.2 The Department of Public Service and Administration will explore the feasibility of establishing a database of approved service providers that can be approached to undertake financial/asset record checks as well as qualification/study record and previous employment verifications.
8. Depending on a department's existing verification process, the implementation of the aforementioned directive may have a cost implication. In such an instance, departments are required to cover any cost implications through the reprioritization of their baseline budgets for the MTEF cycle.
9. For purposes of properly developing capacity within departments to undertake the required verifications, the NIA will provide training to

departments. A workshop will as soon as possible be scheduled for this purpose and further detail in this regard will in due course be made available.

ESTABLISHMENT OF VETTING FIELDWORK UNITS (VFUs)

10. The approved Strategy calls for the establishment of VFUs in selected departments. Vetting officers trained by the NIA will staff the VFUs. The latter will be responsible for the collection of fieldwork information, whilst the evaluation of the collected information as well as the issuing/denial of security clearances, will be done by the NIA.
11. The establishment of VFUs within departments will take place on a selective basis and will under the auspices of the NIA, be phased in on the following basis:
 - 11.1 2007/08 financial year:
 - Department of Home Affairs
 - Department of Minerals and Energy
 - Department of Trade and Industry
 - Department of Correctional Services
 - 11.2 Rest of the MTEF period:
 - Department of Environmental Affairs and Tourism
 - Department of Foreign Affairs
 - Department of Justice and Constitutional Development
 - Department of Water Affairs and Forestry
 - National Department of Agriculture
 - National Department of Health
 - National Department of Land Affairs
 - National Department of Public Works
 - National Treasury
12. The Department of Public Service and Administration has conducted an investigation in respect of appropriate job descriptions, post levels and a structure for the VFUs and will assist departments in the establishment of the VFUs. A separate letter will be addressed to those departments that have been earmarked for the establishment of VFUs.
13. As regards the staffing of the VFUs, the relevant departments should approach the NIA to assist with the advertising of the posts and the short-listing of candidates. This should be done in time to allow the NIA to finalize the vetting and the training of the selected candidates in time.

Wm Pretorius
 A DIRECTOR-GENERAL

DATE: 23/11/07

ANNEXURE A



**DIRECTIVE TO DETERMINE WHICH AREAS MUST BE COVERED
WHEN DOING VERIFICATIONS ON APPOINTMENT IN THE
PUBLIC SERVICE**

**ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND
ADMINISTRATION**

1. AUTHORISATION

This directive is issued in terms of section 3(3)(e) of the Public Service Act, 1994, as amended, by the Minister for the Public Service and Administration.

2. VERIFICATION ON APPOINTMENT

The verification prescribed under Part VII D.8(a) of Chapter 1 of the Public Service Regulations, 2001 as amended, shall with effect from 1 January 2008 cover at least the following:

- (a) Criminal record checks;
- (b) Citizenship verification;
- (c) Financial/asset record checks;
- (d) Qualification/Study verification; and
- (e) Previous employment verification (Reference checks).