



the dpsa

Department:
Public Service and Administration
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EMPLOYMENT MANAGEMENT CIRCULAR 47 OF 2024

APPOINTMENT OF STAFF IN THE OFFICES OF THE EXECUTIVE AUTHORITIES

1. This Circular clarifies and explains the recruitment and selection process for staff appointments in the offices of the Executive Authorities (EAs), Deputy President (DP), and Deputy Ministers (DM).
2. Following the Cabinet approval of the Framework Towards the Professionalisation of the Public Sector (Framework) in October 2022, the Minister for the Public Service and Administration (MPSA) approved the Directive on Human Resources Management and Development for Public Service Professionalisation: Volume 1 (Directive), on 16 February 2024.
3. The Framework and the Directive promote recruitment and selection processes in the public service based on merit and integrity.
4. In pursuit of the professionalisation imperative, EAs must ensure complete compliance with the Framework and Directive by confirming that all recruitment and selection processes in the offices of the Executive comply with the Guide for the Members of the Executive dated 02 November 2022, the Public Service Act, 1995 (PSA), the Public Service Regulations, 2016 (PSR) and its Determinations, and Directives.
5. The Executive must satisfy himself or herself that all provisions of Regulation 67(9) have been complied with and, that the candidate qualifies in all respects for the post, and that his or her claims in his or her application for the post have been verified.
6. In preparation for the departure of the previous supporting staff, EAs should manage the transition period by completing all new appointment processes by 31 July 2024. This will ensure a seamless handover, with incoming officials efficiently replacing outgoing ones, thereby maintaining uninterrupted business continuity. The guidance offered below will assist departments in managing the process.

- 6.1 Cost Containment: All appointments are contingent upon the availability of funds in the department, and this requirement must be fulfilled.
- 6.2 Additional to the Establishment: The incoming EA, DP, or DM is encouraged to utilise existing staff until the current employees' contracts end. New staff can be held (appointed) additional to the establishment while current staff are still in office for smooth transition and handover. The employees additional to the establishment will not be eligible for any allowances as they are not in the posts. This temporary arrangement aims to support and facilitate the process during the transition period and shall cease immediately once new employees are appointed on or before 31 July 2024. No employees may be held additional to the establishment of the Office of an executive authority, Deputy President, or a Deputy Minister from 1 August 2024. This provision does not apply to any vacant posts, as all vacant posts shall follow Regulation 66.
- 6.3 Regulation 66: To support departments in filling posts in the offices of the EA, the DP, and the DM, Regulation 66 is provided below:

“(1) An executive authority may only fill vacancies in the Office of an executive authority, Deputy President, or a Deputy Minister by means of an appointment in terms of section 9 of the Act for the term of office of the incumbent executive authority, Deputy President or Deputy Minister which will terminate at the end of the month after the month in which the term of that executive authority, Deputy President or Deputy Minister terminates for any reason.

(2) Subject to the appointment criteria in regulation 67(5)(b) to (d), an executive authority may fill a post in the Office of the executive authority, Deputy President or a Deputy Minister in terms of subregulation (1) without advertising the post and without convening a selection panel as contemplated in regulations 65 and 67 respectively.

(3) Subregulation (1) shall not be construed as preventing the secondment in terms of section 15(2) or (3) of the Act of a person or an employee or an assignment in terms of section 32 of the Act of an employee to perform the functions of a post in the office of an executive authority, a Deputy President or a Deputy Minister.

(4) An employee employed in terms of subregulation (1) shall not be transferred within the department or to another department.”

6.4 Inherent requirements of the post: The primary requirement is that appointments in the office of the Executives are filled by individuals who are suitably qualified and meet all the requirements of the job. Consequently, departments and EAs must adhere to all the inherent requirements specified below.

- a) Z83: All nominated officials must complete a Z83 application form for administrative purposes.
- b) Nyukela Certificate: Only officials who have obtained the Nyukela Certificate may be fully appointed to the Senior Management Service (SMS) posts. Candidates must be provided with the SMS pre-entry certificate course link and directed to the online site for further details at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
- c) Pre-screening with a primary focus on verification of qualifications: In line with the Directive on Human Resources Management and Development for Public Service Professionalisation: Volume 1, only the highest qualification of each candidate should be verified.
- d) Criminal records and Citizenship checks: The verification process for criminal records and citizenship generally takes one week. Therefore, departments must prioritise this process to ensure that it is completed before appointments are made.
- e) The table below outlines the minimum years of experience required for entry into the SMS, except for specialists who do not hold managerial responsibilities.

Position	Inherent Qualification	Inherent Experience
Director	NQF 7	5 years of experience at a middle/senior managerial level
Chief Director	NQF 7	5 years of experience at a senior managerial level

- f) Competency assessments are mandatory for all SMS members in the office of the Executives. Departments are provided with a list of service providers below to facilitate the implementation of these assessments. Departments must manage the process efficiently, ensuring the competency assessment is completed within 2 days and results obtained within 3 days. Overall, departments must collaborate closely with the listed service providers to ensure the entire process is completed within 5 days.

Contact Person	Contact Number	Email Address
Bvuyiselo Consulting and OLB Holdings J. V	012 653 8407 079 161 7106	infor@bvc-olb.co.za / assessments@bvc-olb.co.za / admin@bvc-olb.co.za / Solani@bvc-olb.co.za
Bitline SA 973 CC	011 794 5182	lindi@bitlineassessments.co.za Admin@bitlineassessments.co.za
Experiential Technologies T/A Expertech	012 997 3213	info@experttech.com finance@experttech.com
Fulicom (PTY) Ltd T/A N2growth and Lemasa (Pty) Ltd	010 447 1785	Assessments@n2growth.co.za
Gijima Hilding (Pty)Ltd	012 675 5351 082 664 3404	Mudzunga.makhado@gijima.com Aranka.Verster@gijima.com
Larona Consulting (Pty)Ltd	011 656 2899 083 273 8676 079 641 8637	thandi@larona.co.za lillian@larona.co.za
Litha Lethu Management Solutions	011 615 4395	sdennis@litha-lethu.com smukwevho@litha-lethu.com
Mogoma Research and Development	011 615 4395 082 851 9503	info@mogoma.co.za prudence@mogoma.co.za
Treetops Management & Development Consultants (Pty)Ltd	012 666 8093 083 265 9056	Info@mogoma.co.za laura@treetops.co.za Johan@treetops.co.za
The Assessment Toolbox	011 803 2905 087 151 1025	info@assessmenttoolbox.co.za claudia@assessmenttoolbox.co.za
Work Dynamics (Pty) Ltd	086 076 6614 021 913 8371	roisin@workdynamics.co.za dedre@workdynamics.co.za

7. Departments are informed that appointments associated with Table 1 of the *Guide for the Members of the Executive* dated 02 November 2022 are exempt from the process described in Circular 20 of 2024, and do not require concurrence from the MPSA. Departments must submit appointment and acceptance letters to the DPSA to obtain the authorisation code. Before issuing the code, the DPSA will verify the accuracy and compliance with further minimal standards. This entails the departments providing the necessary details indicating that all requirements have been met and that the candidates are eligible for the appointment.
8. The posts of Administration, Support, and Co-ordination need to be filled through the open recruiting process outlined in the PSR, specifically referring to Regulation 65. The concurrence of the MPSA is necessary for all the posts in Table 3 of the *Guide for the Members of the Executive* dated 02 November 2022.
9. The secondment of permanent employees to the Offices of the Executive shall not exceed twelve months unless otherwise approved by the MPSA.
10. The authorisation code required to lift the freeze on the posts of Ministers and Deputy Ministers in national departments on PERSAL is 99612402939. The code is exclusively intended for the appointment of Ministers and Deputy Ministers. Each province will be responsible for appointing

Premiers and MECs. For the appointment of officials in the private offices, departments must follow the process outlined in paragraph 7 above.

11. Departments must execute processes simultaneously to avoid delays, ensuring the offices of the Executive are fully staffed as per requirements and for operational agility. The DPISA will provide ongoing support and guidance on implementing the Circular. Departments are encouraged to contact Mr Philani Mveli and Mr Oscar Tshivhase for further assistance by emailing them at Philani.Mveli@dpsa.gov.za and Oscar.Tshivhase@dpsa.gov.za.

Yours sincerely,

Signed by: Yoliswa Makhasi
Signed at: 2024-07-11 05:30:50 +02:00
Reason: I approve this document



Ms Yoliswa Makhasi
Director-General
Date: 11/07/24