

CHECKLIST TO BE USED BY DEPARTMENTS WHEN COMPILING AND SUBMITTING DOCUMENTATION TO THE DPSA FOR THE PROCESSING OF APPOINTMENTS (AS PER THE EXECUTIVE PROTOCOL)			
NAME OF DEPARTMENT:			
POST TITLE:			
POST LEVEL:			
1. Please note that the full list of required documents, correct narrative in the Cab Memo including compliance to recruitment processes will ensure processing of the request within the 4 week time frame from date of receipt of the full submission. 2. <u>All incomplete and non-compliant submissions will be returned to the department for resubmission.</u> 3. The resubmission of outstanding information or corrections will result in a new 4 week time frame commencing from the date of receipt of the resubmission			
DEPARTMENT SUBMISSION INCLUDES ALL THE REQUIRED DOCUMENTATION	SUBMITTED	TAG	COMMENT
Signed Check List		A	
Signed Letter from Executive Authority requesting processing of Appointment		B	
Approved and consulted Organisational Structure		C	
Job Evaluation Report for the Post		D	
Advertisements for the Post both PSVC and Media		E	
Full list of all candidates who applied for the post		F	
Certified Copies of ID/Drivers License		G	
Certified copies of qualifications		H	
Personnel Suitability Check letter and documentary proof		I	
Pending Disciplinary matters: Written declaration by candidate included		J	
Business interests, Board membership and Directorships: Written declaration by candidate included		K	
CV or resume		L	
Reference Checks		M	
Competency assessment Report		N	
Report on Verification of Qualifications (SAQA letter)		O	
Copies of completed, signed and dated Z83 of recommended candidate		P	
Certified Copies of Qualifications		Q	
Draft Cabinet memorandum in compliance with Cabinet template		R	
Nyukela Pre-entry certificate for SMS		S	
For a Director-General post Delegation of Authority must be availed		T	
I HEREBY DECLARE THAT THE SUBMISSION HAS BEEN CHECKED AND THAT ALL THE REQUIRED DOCUMENTATION/EVIDENCE HAS BEEN INCLUDED.			
NAME AND SURNAME		DATE	
SIGNATURE			