COMPREHENSIVE CHECKLIST FOR COMPILING AND SUBMITTING DOCUMENTATION TO THE DPSA FOR THE PROCESSING OF APPOINTMENTS (AS PER THE EXECUTIVE PROTOCOL)				
No:	**DEPARTMENT SUBMISSION INCLUDES ALL THE REQUIRED DOCUMENTATION**	**TAG**	**Attached (Yes/ No)**	**COMMENTS**
1	For a Director-General post, a Delegation of Authority must be attached	**A**		Delegation to fill a post signed by the President to be attached (Presidential Minute)
2	Covering letter signed by the relevant Executive Authority	**B**		Letter signed by the Executive Authority
3	Draft Cabinet Memorandum in compliance with Cabinet template (Not exceeding 8 pages)	**C**		Template Cab Memo not exceeding 8 pages, signed by the Relevant Authority / Accounting Officer / official responsible for the drafting of the Cab Memo.
4.	Approved and consulted Organisational Structure	**D**		The Organisational Structure: Consulted with DPSA and concurred by the MPSA Post must be reflected in the approved org structure.
5.	Job Evaluation documents for the Post ***(Not older than 60 calendar months)***	**E**		The post must be job evaluated **prior to advertisement**, and the following documents are required: • Job Evaluation report; • Minutes of the Job Evaluation (JE) Panel meeting at which the post was presented; • the submission to, or decision of, the Executive Authority (EA) or delegated authority granting approval
6.	Copy of the PSVC advertisements (Media *is optional)*	**F**		Advert as advertised in the PSVC
7.	Full list of all candidates who applied for the post	**G**		List of applicants for the post (list of all applications received)
8.	Copy of completed, signed and dated Z83 of the recommended candidate	**H**		Only the copy of Z83 for the recommended candidate signed and dated
9.	CV or resume	**I**		Only for the recommended candidate
10.	Certified copies of ID and Driver's License	**J**		Clear certified copies
11.	Personnel Suitability Checks (PSCs) confirming the following: *(i) Citizenship* *(ii) Criminal Record Check* *(iii) Credit Check*	**K**		• Departmental letter confirming the verification outcome • PSC verification conducted by the appointed Service Provider • SAPS report (only mandatory for DG post)
12.	Report on Verification of Qualifications as verified by SAQA	**L**		Only a verification letter from SAQA with NQF levels is acceptable
13.	Certified copies of ALL qualifications	**M**		Clear certified copies of qualifications (minimum NQF 08)
14.	Nyukela Pre-entry Certificate for SMS	**N**		Pre-entry certificate (Nyukela) obtained from the National School of Government
15.	Reference Checks	**O**		Previous employment history (reference check)
16.	Pending Disciplinary matters:	**P**		A signed written declaration by a candidate to be submitted, and also indicated under item 5.9.5 of the Cab Memo
17	Business Interests, Board Membership and Directorships:	**Q**		A signed written declaration by a candidate to be submitted, and also indicated under item 5.11 of the Cab Memo
18	DPSA disciplinary register	**R**		DPSA link, Central register for verification of dismissals and resignations pending disciplinary case
19.	Psychometric Assessment report (Giotto and SPF15)	**S**		A valid report from the appointed service providers

Declaration by the Executive Authority:

I HEREBY DECLARE THAT THE SUBMISSION HAS BEEN CHECKED AND THAT ALL THE REQUIRED DOCUMENTATION/EVIDENCE HAS BEEN INCLUDED.

NAME AND SURNAME	
DATE:	