



**the dpsa**

**Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA**

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**TO ALL:**

Directors-General  
Heads of Provincial Departments  
Heads of Government Components

Dear Colleagues

**Generic Functional Grouping Framework for Programme 1: Administration functions**

The Department of Public Service and Administration in collaboration with National Treasury, Department of Planning Monitoring and Evaluation and the National and Provincial Organisational Design and Job Evaluation Forum developed a generic functional grouping framework to guide the configuration of Programme 1: Administration functions. The framework takes cognisance of existing guidelines and frameworks such as the Generic Model for the Chief Financial Officers, 2007 Strategic Framework for Repositioning Human Resource Management in the Public Service and other relevant legislations/policies.

The attached framework is issued in support of the MPSA 2015 Organisational Design Directive on Changes to the Organisational Structures by Departments, issued in terms of section 3(2) of the Public Service Act of 1994 on organisational structuring to specify which changes to the organisational structure of a department must be consulted prior to the approval thereof by the relevant Executive Authority (EA). This is in line with Public Service Regulation 1(III) B.2 which states that an EA shall determine the organisational structure of a department after consultation with the Minister of Public Service and Administration to ensure that departments functional organisational structure support effective and efficient service delivery.

The generic functional grouping represents minimum programme 1 functions that should be included in all government departments. The aim is to curb unnecessary duplication, separation and elevation of programme 1 functional areas, which contributes to continuous growth of posts and the increasing wage bill. The framework will ensure consistency across departments.

Departments are advised, during the planned organisational review and redesign processes, to align the Programme 1: Administration functions to the attached generic functional grouping taking into cognizance the organisational design principles and procedures as contained in the MPSA 2015 Organisational Design Directive on Changes to the Organisational Structures by Departments, the DPSA Guide on Organisational Structuring and other relevant legislative prescripts.

The DPSA will provide on-going advice and support to departments on the alignment of the organisational structures to the Programme 1: Administration generic functional grouping framework. Capacity building sessions will be conducted through the existing national and provincial organisational design and job evaluation fora. The DPSA will be available to make presentations on the Programme 1: Administration functions to departments and relevant fora, as per request.

In case of any enquiries please contact the Chief Director: Organisational Design and Macro-Organising at the following address:

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**MR M DIPHOZA**

**DIRECTOR-GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION**

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