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#### Directive No.: HRD 3 of 2018

**TO: ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

**RE: DIRECTIVE ON THE APPLICATION OF MINIMUM REQUIREMENTS FOR THE APPOINTMENT INTO ENTRY LEVEL POSTS IN THE PUBLIC SERVICE**

#### 1. INTRODUCTION

- 1.1. This Directive aims to elucidate Regulation 39 (1) (b) of the Public Service Regulations (PSR), 2016 and provides an intervention to address the removal of experience as an unjustifiable barrier in terms of minimum requirements for the appointment into entry level posts in the public service. The intervention aims to assist departments in appointing persons not meeting the entry level requirements.
- 1.2. Regulation 39 (1) (b) read with Regulations 26, 28, 41 (2), 42 (b), 58, 76 and 77 of the PSR (2016) provide legal basis for the implementation of the provisions of this Directive. This does not take away the provisions of job evaluation in the public service.
- 1.2 The Minister for Public Service and Administration has identified a need for introducing a Directive to enable fast tracked recruitment of persons especially the youth into the public service, which will be guided by the following strategic considerations:
  - (i) Alleviation of high levels of unemployment especially among South African youth;
  - (ii) Removal of unnecessary barriers to entry into the public service; and
  - (iii) Promotion of skills development and empowerment of new recruits in the public services.

## **2. WAIVING OF EXPERIENCE AS A MINIMUM REQUIREMENT**

- 2.1. To assist Executive Authorities (EA) in identifying jobs and career paths that will provide suitably skilled persons, especially youth, where they cannot be readily recruited, the Minister is issuing a Directive on the application of minimum requirements for appointment into entry level posts in the public service.

## **3. TRAINING AND DEVELOPMENT**

The Directive provides for mechanisms in which the newly appointed employees shall and can be assisted, incubated and prepared to perform their work confidently and with competence over a period of time.

## **4. SCOPE OF APPLICABILITY**

- 4.1. The provisions of this Directive are applicable to all persons employed into the public service at all national and provincial departments as contemplated in Schedules 1, 2 and 3 of the Public Service Act No. 104 of 1994 as amended.
- 4.2. This Directive is applicable to entry-level posts excluding those determined in terms of the Occupation Specific Dispensation (OSD) and Senior Management Service (SMS).

## **5. AUTHORISATION**

- 5.1. This Directive is issued by the Minister for the Public Service and Administration in terms of Section 41(3) of the Public Service Act, 1994, as amended, read in conjunction with Regulations 26, 28 39 (5), 41(2), 42 (b) and (c), 58, 76 and 77 of the Public Service Regulations (2016).

## **6. COMMENCEMENT DATE**

- 6.1. This Directive will come into effect on 01 April 2019

## **7. IMPLEMENTATION AND COMPLIANCE**

- 7.1. This Directive is issued in terms of Section 41(3) of the Public Service Act, 1994 and as such an Executive Authority shall immediately take appropriate disciplinary steps against a Head of Department who does not comply with the provisions of this Directive and report to the Minister for the Public Service and Administration the particulars of the disciplinary steps taken in terms of Section 16 A.
- 7.2. A Head of Department shall:
  - 7.2.1. Immediately take appropriate disciplinary steps against an employee of the department who does not comply with the provisions of this Directive; and

7.2.2. As soon as possible report to the Director General: Department of Public Service and Administration the particulars of such non-compliance and the particulars of the disciplinary steps taken.

Kind Regards



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**Prof. Richard Levin**

**Director-General**

**Date:** 7/02/19