



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

**ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

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## **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, 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 who are not meeting the entry level requirements reflected in terms of experience.
- 1.2. Regulation 39 (1) (b) read with Regulations 41 (2), 42 (b) and 58 of the Public Service Regulations, 2016 provide the 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 and any other legally prescribed conditions that may be applicable to a specific post.
- 1.3. The Minister for the Public Service and Administration (MPSA) has identified a need for introducing a Directive to enable 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 unjustifiable barriers to entry into the public service; and
  - (iii) Promotion of skills development and empowerment of new recruits in the public service.

### **2. APPLICATION OF THE DIRECTIVE**

#### **2.1. Waiving of Experience as a Minimum Requirement:**

- 2.1.1 This Directive on the application of minimum requirements for the appointment into entry level posts in the public service will assist Executive Authorities (EA) in designing jobs and career paths that will provide suitably skilled persons, especially youth, where they cannot be readily recruited. This Directive provides a platform for EAs to identify entry level posts that can assist them with recruiting potential candidates that do not currently meet the appointment criteria in terms of the inherent requirements associated with entry into the targeted occupation through a Graduate Recruitment Scheme. The Minister identified the need to determine a category of jobs for the purposes of providing development

opportunities to young persons, in particular in terms of the provisions of Regulation 58 and 41(2)(c).

- 2.1.2 Departments are therefore required to introduce such a graduate recruitment scheme and to identify appropriately graded posts based on the need identified in terms of the departmental Human Resource Plan, service delivery improvement initiatives, human resource development initiatives and other applicable national developmental policies.
- 2.1.3 The Minister has, in terms of sub-regulation 39(1) (b) read together with Regulation 42 (b), reviewed the inherent requirements of jobs in the public service and identified the need for a more flexible approach towards the setting of minimum experience for entry level posts into an occupation and benchmarked job descriptions as issued by the MPSA, excluding those posts determined in terms of the Occupation Specific Dispensation (OSD) and Senior Management Service (SMS).
- 2.1.4 In defining an entry level post, the executive authority shall, subject to job evaluation, apply either of the following applicable options:
- (i) for entry into occupations in terms of OSDs and benchmarked job descriptions as issued by the MPSA, the provisions of the relevant Determination shall apply.
  - (ii) for entry into posts in the SMS, the requirements of the Directive on Compulsory Capacity Development and Minimum Entry Requirements for appointment into SMS level shall apply.
  - (iii) for any posts falling outside of any uniformly graded occupations as determined by the MPSA, and where a minimum requirement for academic qualification is only a national senior certificate, an entry level shall be salary level 3 and where a bachelor's degree is a minimum requirement the entry level shall be salary level 6.
- 2.1.5 When making an appointment in terms of this Directive, it is only the minimum experience which is waived, and not the minimum academic qualifications required or any of the other criteria referred to in terms of Section 11 of the Public Service Act of 1994.

2.1.6 An executive authority shall ensure that, as part of the department's overall human resource development strategy, there is a long-term human resource development plan for assisting new appointees in developing their skills over the course of their careers within the public service.

## **2.2. Training Assistance**

2.2.1. The Minister has also, in terms of Regulation 58 of the Public Service Regulations, 2016 issued a Directive on the appointment of persons into Developmental Programmes in the public service. This Directive provides for the development and incubation of persons who do not readily meet the entry level requirements through such mechanisms as internship and related programmes.

2.2.2. In line with Regulations 26, 28, 76 and 77 of the Public Service an executive authority shall identify specific training interventions and/or assistance that must be put in place to ensure that these employees will be functioning satisfactorily at the end of their probation period.

2.2.3. Further development mechanisms to incubate and prepare newly appointed entrants shall be provided through coaching, mentorship, recognition of prior learning, job rotation, and other forms of professional development programmes, including graduate development programmes and allocation of bursaries to further studies in the line with the requirements of the job.

## **3. SCOPE OF APPLICABILITY**

3.1 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.

3.2 This Directive is applicable to entry-level posts excluding those determined in terms of the Occupation Specific Dispensation (OSD) and Senior Management Service.

#### 4. AUTHORISATION

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).

#### 5. COMMENCEMENT DATE

This Directive will come into effect on 01 April 2019.

#### 6. IMPLEMENTATION AND COMPLIANCE

6.1 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.

6.2 A Head of Department shall:

6.2.1 Immediately take appropriate disciplinary steps against an employee of the department who does not comply with the provisions of this Directive; and

6.2.2 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.

#### 7. APPROVAL BY THE MINISTER

Approved:



**MS A. DLODLO, MP**  
**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

DATE: 2019 / 02 / 04