



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax: (021) 465 5484

Enquiries: Ms P. Sithole

Tel. No.: [012] 336-1271

E-mail: [Phumlas@dpsa.gov.za](mailto:Phumlas@dpsa.gov.za)

Ref: 14/2/1

## TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS

### TASK 6 OF THE GOVERNMENT AND ADMINISTRATION CLUSTER (G&A) EMANATING FROM THE JANUARY 2008 CABINET LEKGOTLA

The G&A Cluster has tasked the *dpsa* in co-ordination with the *National Human Resource Steering Committee* to make an assessment of the status quo of the skills assessment in the public service. This information should be from the Resolution 7 of 2002 to the introduction of the HRConnect, and a database on senior management. Conclusions should be drawn from the skills status quo and recommendations made regarding the way forward to Cabinet in July 2008.

Based on this background, the *dpsa* is requesting the following information from departments:

- What skills audit process has been embarked upon in the past;
- What is the current status of skills audit process in terms of progress, i.e. completed, incomplete, or participation in HRConnect project;

- If the skills audit was conducted by the department, the particulars of the officials who conducted the audit;
- If conducted by a service provider, the particulars of those service providers who conducted the audit;
- Reports on completed departmental skills audits; and
- Departmental reports on the outcome of Resolution 7 of 2002.

Departments do not need to send documentation pertaining to HRConnect. However, all departments are requested to forward any information and reports with regard to the independent skills audit processes that have been conducted in their respective departments.

The rationale behind this request is to collect relevant skills audit data to facilitate the G&A process.

This information and reports should be forwarded for the attention of the following officials *on or before 30 April 2008*:

<b>OFFICIAL</b>	<b>TEL. NUMBER</b>	<b>E-MAIL ADDRESS</b>
Mr Geeva Pillay	(012) 336-1328	<a href="mailto:geeva@dpsa.gov.za">geeva@dpsa.gov.za</a>
Ms Phumla Sithole	(012) 336-1271	<a href="mailto:phumlas@dpsa.gov.za">phumlas@dpsa.gov.za</a>
Mr Thulani Sikhosana	(012) 336-1457	<a href="mailto:thulani@dpsa.gov.za">thulani@dpsa.gov.za</a>

Your co-operation in our attempts to streamline the public service skills audit process to enhance service delivery is appreciated.



**DIRECTOR-GENERAL**

**DATE:** 14/4/08