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HR PLANNING: CIRCULAR NO 31 OF 2018

TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS AND GOVERNMENT COMPONENTS

DIRECTIVE ON THE ACCEPTANCE OF ELECTRONIC JOB-APPLICATIONS AND THE UTILISATION OF THE PRESCRIBED Z-83 APPLICATION FORM

1. The Z-83 application for employment form is prescribed in terms of Regulation 10 of the Public Service Regulations, 2016. Against this background, the Minister for the Public Service and Administration (MPSA) identified the need to clarify matters relating to the acceptance of electronic job-applications in the public service to support the modernisation of recruitment processes by means of E-recruitment systems, emails and other methods for processing job applications.
2. The MPSA issued the attached Directive to elucidate and supplement Regulation 10 of the Public Service Regulations, 2016 relating to the acceptance of electronic job-applications in the public service by means of E-recruitment systems, emails and other methods for processing job applications.
3. Your Department is requested to take the necessary steps to implement the provisions of the Directive to ensure consistency in the public service.
4. Your co-operation in the above regard will be highly appreciated.

Kind regards

DIRECTOR GENERAL

DATE: 15/2/19

**DIRECTIVE ON THE ACCEPTANCE OF ELECTRONIC JOB-APPLICATIONS AND
THE UTILISATION OF THE PRESCRIBED Z-83 APPLICATION FORM**



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

1. BACKGROUND

This Directive is issued to clarify matters relating to the acceptance of electronic job-applications in the public service to support the modernisation of recruitment processes by means of E-recruitment systems, emails and other methods for processing job applications.

2. SCOPE

This Directive applies to all departments unless otherwise excluded in terms of section 2(2) of the Public Service Act, 1994.

3. AUTHORISATION

This Directive is issued by the Minister for the Public Service and Administration to elucidate and supplement Regulation 10 of the Public Service Regulations, 2016.

4. COMMENCEMENT

This Directive takes effect on date of approval hereof.

5. GENERAL PROVISIONS: ELECTRONIC APPLICATIONS

5.1 The Minister for the Public Service and Administration has identified a need to clarify matters relating to the acceptance of electronic job-applications in the public service to support the modernisation of recruitment processes.

5.2 Where applicants apply for vacancies electronically using an information system the following minimum requirements must be adhered to:

- (a) The advertisement for a vacancy must specify where and how an application must be submitted and must also allow for the submission of applications in a printed hard copy.
- (b) Any E-recruitment System utilised by a department must ensure that all mandatory fields to be completed by the applicant covers the same information prescribed when completing the Z-83 application form.
- (c) It is compulsory for the prospective applicant to complete all the mandatory fields of the E-recruitment system.
- (d) Once all the fields in an E-recruitment System are completed, the applicant must confirm that he/she understands that by submitting the application electronically he/she agrees that all the information submitted is true and correct and legally binding.

- (e) All applications submitted through an electronic format must be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.
- (f) Departments that are registered users on the Government Recruitment Centre, called "ejob", must advertise vacant posts on this system.

DIRECTIVE ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION



MS AYANDA DLODLO, MP
MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION
DATE: 20/02/2019