



DIRECTIVE TO SPECIFY WHICH CHANGES TO THE ORGANISATIONAL STRUCTURE OF A DEPARTMENT MUST BE CONSULTED WITH THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION (MPSA) PRIOR TO THE APPROVAL THEREOF BY THE RELEVANT EXECUTING AUTHORITY

ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION

1. AUTHORISATION

The January 2006 Cabinet Lekgotla approved that the Public Service Regulations be amended to state that Executing Authorities (EAs) can only approve organisational structures of their department(s) after consultation with the MPSA.

The MPSA has, under section 41 of the Public Service Act, 1994, amended the Public Service Regulations, 2001, in line with the above Cabinet decision, with implementation taking effect from 1 July 2006.

Section B.2 of the regulations as amended indicates that an EA shall, based on the strategic plan of the department, determine, after consultation with the MPSA, the department's organisational structure in terms of its core and support functions.

Section B.2A of the regulations as amended indicates that Directives issued in terms of section 3(3)(e) of the Public Service Act, 1994, shall specify determinations on the organisational structure of the department which shall be subject to consultation with the MPSA and for purposes of such consultation, the information to be supplied shall be set out in such directive.

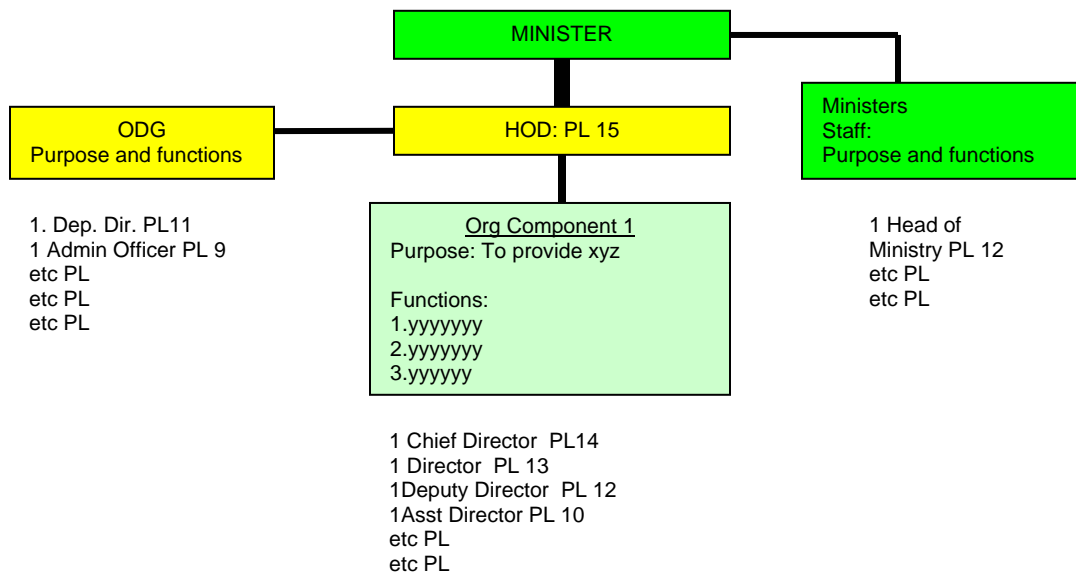
This directive is issued in terms of section 3(3)(e) of the Public Service Act, 1994, read with regulation 1/III/B.2.A of the Public Service Regulations as amended.

2. ONCE OFF SUBMISSION OF INFORMATION BY 31 JULY 2006

To enable the Department of Public Service and Administration (DPSA) to construct a data-base of base-line information on organisational structures, the EA of each department shall, for future consultations, submit the following minimum information to the MPSA by 31 July, 2006:

- ❖ the complete approved organisational structures together with:
 - ❖ proof that the organisational structure has been approved by the relevant EA;
 - ❖ the organisational structure must contain functional information i.e. purposes and functions and post establishment information i.e. number of posts in each component, designation of posts, indication if posts are funded or not and level of posts). An example of the required format is supplied in figure 1 hereunder; and
 - ❖ the structure shall be submitted in both hard (paper) and electronic copy format (in the case of electronic copies either MS Word, Visio or Orgplus software can be used).

Figure 1



3. INFORMATION THAT MUST BE SUBMITTED WHEN CHANGES ARE PROPOSED TO THE TOP THREE TIERS OF A DEPARTMENTAL ORGANISATIONAL STRUCTURE FROM 1 JULY 2006 ONWARDS

Consultation by the EA with the MPSA in the above scenario needs to take place from **1 July 2006 and onwards** and only when changes are proposed to the **top three tiers** of a departmental organisational structure.

- ❖ **Tier number one** refers to the structure and post establishment of the Ministry as well as the DG and Office of the DG at national level. At Provincial level it refers to MEC's/Premiers, Offices of the MECs/Premiers, the HOD and the Offices of the HODs.
- ❖ **Tier number two** refers to the functions performed on the level just below the DG/HOD being predominantly at the level of DDG (Branch Heads) in the case of national departments and in some cases also at Provincial level. It would predominantly include the levels relating to Chief Directors in the case of Provinces.

- ❖ **Tier number three** refers to the functions performed directly below tier two described above.

In cases of proposed changes to the top three tiers, the following minimum information shall be forwarded by the EA in writing:

- ❖ EAs shall submit their complete proposed organisational structures to the MPSA;
- ❖ The proposed organisational structure must be supported by the relevant EA;
- ❖ the organisational structure shall contain functional information i.e. **purposes and functions** and post establishment information i.e. **number of posts in each component, designation of posts, indication if posts are funded or not and level of posts**). An example of the required format is supplied in figure 1 above; and
- ❖ the structure shall be submitted in both hard (paper) and electronic copy format (in the case of electronic copies either MS Word, Visio or Orgplus software can be used).
- ❖ the following shall be motivated in writing -
 - (a) The rationale behind the proposed changes in the department, namely explaining the reasons that led to the decision to redesign the department or units of the department;
 - (b) Indicate how the organisational structure is aligned to the strategic plan of the department and how it addresses its mandate;
 - (c) Describe what impact is envisaged through the implementation of the revised organisational structure.
 - (d) Indicate whether functional relationships between units have been taken into account to avoid overlapping so that each unit has a properly defined task;
 - (e) Indicate whether the scope and size of each unit has been established on scientifically based processes and how this has been done thus indicating if the work has been measured to ensure that each unit represents a reasonable managerial work load and whether production norms and the nature, extent and degree of difficulty of the work has been determined as well as whether the work is proportionately redistributed amongst existing posts;

- (f) How it was ensured that the least possible number of levels are utilised to ensure that the chain of command is as short as possible;
- (g) Indicate to what extent alternative service delivery mechanisms have been considered;
- (h) Describe the service delivery model developed by the department and;
- (i) Indicate if the following have been considered-
 - ✓ the establishment of clear lines of communication in the department and if so please indicate how;
 - ✓ the satisfactory training of the current staff and if not how does it impact on the organisational structure?
 - ✓ effective and streamlined work processes and procedures namely is the work simplified as far as possible and are delegations in place? Give examples;
 - ✓ the determination of the functions and processes that are necessary to carry out the units' objectives? ;
 - ✓ if you have considered implications for staffing and related financial implications namely, skills requirements and the handling of excess staff if any; and
 - ✓ the rolling out of the structure, when approved?

The EA must after consideration of the comments of the MPSA, again submit to the MPSA in the format described in figure 1 above, the final approved organisational structure for purposes of updating the baseline information database of the DPSA.

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