



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF DEPARTMENTS

CAPACITY BUILDING PROGRAMME FOR CHAIRPERSONS AND INITIATORS FOR DISCIPLINARY CASES IN THE PUBLIC SERVICE.

1. The DPSA maintains a pool of labour relations and legal experts to support departments in the finalization of disciplinary cases within the prescribed time frames.
2. In intensifying our efforts to ensure that all departments get the assistance they need to speedily resolve disciplinary cases and other labour relations related matters, the DPSA has decided to expand its pool of experts in this regard.
3. In order to ensure sufficient coverage and that each department has a member in the pool of experts mentioned above, the DPSA and the PSETA have solicited funding to train 200 chairpersons and initiators across the Public Service.
4. We therefore invite your department to nominate two employees of which one should preferably be a member of the SMS, to be trained as chairpersons and initiators of disciplinary hearings.
5. All nominated officials must be permanent employees in the public service, with a good understanding of employment relations or the labour relations environment.
6. Further, nominated officials should take note of the fact that they must avail themselves to attend the course until completion and any wasteful expenditure that is incurred through an official's absence from classes without a valid reason shall be recovered from the implicated employee.

7. Such nominated officials must avail themselves to serve as and when they are required to do so.
8. The training programme envisaged will take place over a period of three months. The dates and venues will be communicated once logistical arrangements have been finalised. The training is planned to take place during this financial year 2018/19.

In order to facilitate communication, kindly liaise directly with Mr. Percy Tshabane at 012 336 1491, Cell: 060 966 4956 and email: percy.tshabane@dpsa.gov.za

Kind Regards



Ms Thuli Radebe
Director-General (Acting)
Date: