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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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## TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS

### CIRCULAR NUMBER: 20 OF 2022

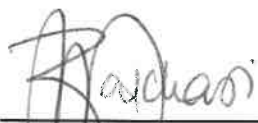
#### DIRECTIVE FOR THE IMPLEMENTATION OF ORGANISATIONAL FUNCTIONALITY ASSESSMENT (OFA)

1. In terms of the Public Service Act, 1994 (PSA), as amended, the competency of Executive Authorities (EA) regarding public administration matters in departments is exercised within the norms and standards determined by the Minister for Public Service and Administration (MPSA). The MPSA gives effect to the norms and standards by issuing regulations, directives and determinations. In terms of the Public Service Regulations 2016, Regulation 35, *“An Executive Authority shall conduct an Organisational Functionality Assessment, as directed by the Minister, to assess the effectiveness of a department’s internal systems and processes and submit the report to the Minister on such date and format as directed by the Minister.”*
2. For this purpose departments will, by way of the Ministerial Directive (**Annexure A**), be required to submit their organisational functionality assessments and resultant improvement plans based on a pre-determined schedule as set out in the said Directive.
3. The Directive will include the prescribed Tool (**Annexure B**), an OFA Implementation Guide (**Annexure C**) and a reporting template (**Annexure D**).
4. Departments will be required to:
  - a) Use the prescribed OFA Tool to conduct an assessment of its organisational functionality.
  - b) Submit an OFA report with findings and recommendations, together with an implementation plan to improve the functionality of the assessed department, and submit to the Minister, under the signature of the EA. In the case of provincial departments, the OFA reports should also be submitted to the relevant Premier.

- c) Ensure that implementation of the improvement plan is monitored by the Executive Management of the department (Evidence such as regular agenda points at management meetings for purposes of reporting/monitoring to be recorded).
  - d) Submit six-monthly reports approved by the relevant DG/HoD on the status of conducting OFA as well as progress with the implementation of the improvement plan to the Minister. This requirement will fall away as soon as monitoring reports indicate that compliance to Regulation 35 by departments has proved to be satisfactory.
5. After the functionality assessment has been completed, ensure that an annual progress report under the signature of/approved by the DG/HoD, regarding the implementation of the improvement plan is submitted to the Minister (not later than 31 March of each year, until the planned outcomes of the improvement plan has been fully achieved). In the case of provincial departments, these reports should also be submitted to the relevant Premier.
6. Implementation of the Directive will be a new activity for the Public Service and will require the development of capacity and skills within departments. Support will be provided to departments through:
- a) A Public Service advocacy and capacity-building initiatives during the first 2 quarters of the 2022/23 financial year.
  - b) The attached OFA implementation guide and reporting template
  - c) Technical assistance to departments on request.

The Directive is available on the DPSA website ([www.dpsa.gov.za](http://www.dpsa.gov.za)) and takes effect from 1 April 2022. Should there be any enquiries herein, please contact Mr Johan Nel, Director: Institutional Assessment on 012 336 1124 or [johann@dpsa.gov.za](mailto:johann@dpsa.gov.za).

Kind Regards,



**MS. YOLISWA MAKHASI**

**DIRECTOR-GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION**

DATE: 29/3/2022