



**MINISTRY  
PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA**

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Dear Colleague

**IMPROVEMENT IN CONDITIONS OF SERVICE OF SPECIAL ADVISERS  
APPOINTED IN TERMS OF SECTION 12A OF THE PUBLIC SERVICE ACT, 1994:  
1 SEPTEMBER 2008 AND 1 JANUARY 2009**

**Introduction**

The Cabinet recently approved, *inter alia*, a revised remuneration structure for the Senior Management Service (SMS) aligned at 75% of the average market median, effective from 1 September 2008. Subsequently, I have also determined a 10.5% cost of living adjustment for the members of the SMS with effect from 1 January 2009.

**Improvements with effect from 1 September 2008**

Due to Cabinet's decision to link the conditions of service of Special Advisers with that applicable to SMS members on the Public Service, I therefore approve that the inclusive flexible remuneration packages of full-time Special Advisers and the hourly tariffs for part-time Special Advisers be aligned with the SMS remuneration structures, effective from 1 September 2008. The revised inclusive flexible remuneration packages, and a translation key to translate full-time Special Advisers appropriately, are attached as Annexure A. An updated version of the Dispensation for Special Advisers is attached as Annexure B.

Cabinet also approved that SMS members are eligible to be compensated for all official kilometres they travel with their private vehicles with effect from 1 September 2008. Prior to the said date only official kilometres that exceeded 500 kilometres per month was reimbursed.

I therefore approve that the Special Advisers also be reimbursed for all official kilometres that they travel with their private vehicles, as per Department of Transport's determination on tariffs for the use of Private motor transport, with effect

from 1 September 2008, provided they comply with all the prescribed qualifying criteria.

### **Improvements with effect from 1 January 2009**

Due to the recent cost-of-living adjustment for the SMS, I also approve that Special Advisers' remuneration also be adjusted with 10.5% with effect from 1 January 2009. The details (i.e. the revised inclusive flexible remuneration packages, translation key to translate full-time Special Advisers appropriately) are attached as Annexure A.

### **General**

The hourly rates payable to part-time Special Advisers (Special Advisers who devote less than 40 hours per week to their duties as Special Adviser) are proportionally derived (per formula as contained in the Dispensation for Special Advisers) from the inclusive flexible remuneration packages payable to equally graded full-time equivalents. Therefore, the hourly rates for part-time Special Advisers would have to be revised accordingly.

The translation of Special Advisers to the revised inclusive flexible remuneration package or hourly tariffs and the structuring of the flexible portion of the package by full-time Special Advisers will not be effected programmatically (automatic) by PERSAL.

Once full-time Special Advisers have been translated to the revised inclusive flexible remuneration packages with effect from 1 January 2009, they have to be afforded the opportunity to structure the flexible portion of their packages according to their needs within the parameters contained in the Dispensation. This Department has developed a Model (Excel spreadsheet) to assist full-time Special Advisers to structure the package. The model (spreadsheet) can be electronically obtained from this Department's website (<http://www.dpsa.gov.za>).

It is very important that full-time Special Advisers must confirm their choice on the structuring of the flexible portion of the package in writing before it can be implemented. The signing of a printout of the main page of the spreadsheet will be sufficient.

The expenditure emanating from the adjustments has to be defrayed from your own budget.

Kind regards



**Mr M R Baloyi**  
**Minister for Public Service and Administration**

Date: 13/02/2009