



the dpsa

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**TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND
PROVINCIAL ADMINISTRATIONS**

CIRCULAR NO. 49 OF 2023

**DIRECTIVE ON THE IMPLEMENTATION OF CONTROL MEASURES AIMED
AT ASSISTING EXECUTIVE AUTHORITIES IN MANAGING FISCAL
SUSTAINABILITY DURING THE PROCESS OF CREATING AND FILLING
VACANT POSTS IN DEPARTMENTS.**

1. As part of the response to the current challenging fiscal environment, the National Treasury issued Guidelines regarding costing and budgeting for compensation of employees. Parallel to these Guidelines, the Minister for the Public Service and Administration has issued a Directive outlining control measures to support executive authorities in effectively managing fiscal sustainability when creating and filling certain vacant posts. (*A copy of the Directive is attached for ease of reference*).
2. The Directive is issued by the Minister for the Public Service and Administration in terms of section 41(3) of the Public Service Act, 1994 (Proclamation 103 of 1994), to elucidate regulations 25 (2)(a), (b) and 40 of the Public Service Regulations, 2016.
3. In this regard, the motivation for creating or filling certain vacant posts on PERSAL or PERSOL must be submitted for concurrence with:
 - a. the Minister for the Public Service and Administration in the case of a national department or national government component, and
 - b. the relevant Premier in the case of a provincial department or provincial government component.
4. Chief Financial Officers are expected to advise their departments on the financial implications of creating or filling certain critical posts and confirm the availability of funding for the Medium-Term Expenditure Framework (MTEF) period.
5. To assist national departments and national government components in this process of concurrence, the DPSA has established a secure platform for sharing, guiding, and prescribed documents for this purpose. This platform can also be made available to Offices of the Premier in the case of provincial departments and provincial government components. In this instance, assistance to Offices of the Premier is available from the DPSA.

6. Access to the platform can be obtained by sending an email with the name, designation, and email address of the relevant departmental representative to Oscar.Tshivhase@dpsa.gov.za and RonelleB@dpsa.gov.za.
7. The DPSA and Offices of the Premier will be responsible for guiding and monitoring the implementation of the Directive in the Public service by:
 - a. Providing advice, guidance, and support services to departments regarding the requirements of the Directive.
 - b. Assessing motivation for creating or filling certain critical posts in line with the criteria in the Directive.
 - c. Verify the availability of funding over the MTEF period with National or Provincial Treasury Budget analysts.
 - d. Maintaining a register of requests for concurrence and issuing unique authorisation numbers for creating or filling concurred vacant posts.
 - e. Monitor compliance with the Directive.
8. The Directive will be effective immediately.

Kind regards

MS. YOLISWA MAKHASI
DIRECTOR-GENERAL
DATE: