



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

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**ADVISORY NOTE TO ALL EXECUTIVE AUTHORITIES**

**APPOINTMENT AND CONDITIONS OF SERVICE OF SPECIAL ADVISERS**

Ministers and Premiers may be considering the appointment of Special Advisers in terms of section 12A of the Public Service Act, 1994, read with the *Dispensation for the Appointment and Remuneration of Persons (Special Advisers) Appointed to Executive Authorities on Grounds of Policy Considerations in terms of Section 12A of the Public Service Act, 1994* ("the Dispensation"). This advisory note seeks to provide guidance in this regard.

The statutory role of Special Advisers is to provide strategic advice to the executive authority on the exercise or performance of the executive authority's powers and duties. Moreover, to advise the executive authority on the development of policy that will promote the relevant department's objectives. Furthermore, to perform such other tasks as may be appropriate in respect of the exercise or performance of the executive authority's powers and duties. Executive authorities are guided to source skills or expertise unavailable within the relevant department to ensure that resources are not duplicated but are complimentary, valuable and geared towards achieving the relevant mandate, priorities and objectives of the department.

The Dispensation requires assessing the compensation level, considering the particular individual's level of expertise and stature in the particular field. In addition, the *Professionalisation Framework* adopted by the Cabinet in 2023 requires the executive authorities to consider the competency, qualifications, skills and experience of Special Advisers.

To drive the professionalisation agenda and maximise the limited resources of the state, all requests for the determination of the compensation level for Special Advisers must consider prevailing appointment requirements for similar performer and compensation levels in the public service to avoid wage disparities. A detailed motivation must accompany these requests to the Minister for the Public Service and Administration and must include at least the level of expertise, qualifications, skills and experience (including experience related to the portfolio or functions of the relevant executive authority and any international relations experience).

To avoid any irregularities, executive authorities are advised that appointments of Special Advisers may only be effected once all required processes are completed. These processes include-

- (a) approval of compensation levels by the Minister for the Public Service and Administration; and
- (b) security vetting which requires checks and verification of the candidate's citizenship, qualifications, criminal record and financial record.

Furthermore, the Special Advisors should complete the Nyukela certificate offered by the National School of Government within the first three months of appointment; and avail themselves to attend any relevant training provided by the School.

Executive authorities who have submitted requests to the Minister for the Public Service and Administration may have to align accordingly. A detailed circular will be issued no later than Friday, 19 July 2024.

Should any clarification or further details be required, Mr. Samson Radebe, the Acting Chief Director: Remuneration, Employment Conditions and Human Resource Systems, may be contacted on email [Samson.Radebe@dpsa.gov.za](mailto:Samson.Radebe@dpsa.gov.za).

Yours sincerely,



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**INKOSI E.M BUTHELEZI, MP**

**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

**DATE: 18/07/24**