



**DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

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**TO ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS,
PROVINCIAL DEPARTMENTS AND ORGANISATIONAL COMPONENTS**

**STRENGTHENING THE DEVELOPMENT AND SELECTION PROCESSES AT
SENIOR MANAGEMENT LEVELS THROUGH COMPETENCY BASED
ASSESSMENTS IN THE PUBLIC SERVICE**

The purpose of this circular is to communicate the Cabinet decision to all heads of department on the selection of prospective incumbents to senior management positions.

2. One of the key proposals approved by Cabinet on 23 August 2000 was the introduction of competency-based assessments as a part of a range of initiatives to improve the State's ability to recruit, retain and develop competent managers.
3. Subsequently a competency framework and an assessment battery to assess the 11 broad competencies were developed. The competency assessment battery consisting of inter-related exercises which are based on the competency framework, was piloted in Gauteng Provincial Administration and the Department of Land Affairs and the validated results were presented to Cabinet.
4. On 16 February 2005 Cabinet approved that –
 - (a) the competency-based assessments for senior management services as applied in the validation study be implemented on a voluntary basis across all senior managerial positions in the Public Service for both selection and staff development purposes;
 - (b) in cases where they are applied for selection purposes, the assessments must be utilised only as an aid in determining the suitability of candidates in conjunction with other selection tools such as interviews, reference checks and security clearances to come to a final recommendation. The final decision on who to appoint remains with the Executing Authority or her/his delegate;

- (c) the Department of Public Service and Administration (DPSA) performs a quality control and contract management function; and
 - (d) the DPSA takes every step possible to ensure the maintenance of ethical and legal standards and that the Occupational Personality Profile and Learning Style Inventory be included as an integral part of the assessment process.
5. DPSA is in the process of renewing contracts with the service providers in terms of the cabinet decision and departments will be informed in due course.
 6. Should you need further information regarding the above, please do not hesitate to contact Ms Dipsy Mereothle at 012 – 314 7351. Your co-operation is sincerely appreciated.



DIRECTOR-GENERAL

DATE: 03-05-2005

JS0503letter strengthening selection processAR