



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

SIGNING OF PAs BY SMS MEMBERS AND FILLING OF VACANT POSITIONS OF DG/HOD, DDG, CFO AND MUNICIPAL MANAGERS (dplg)

Introduction

1. This Circular deals with one of the priority projects identified during an engagement between the President and the Deputy President and national and provincial Directors-General. The project aims to "*regularize employment and performance agreements at designated levels.*" The project includes two activities:
 - (a) to ensure that all currently vacant positions of DG/HOD, DDG, CFO and municipal managers are filled within six months, also taking into account demographic targets; and
 - (b) to ensure that by June 2007 and by May of every year thereafter all SMS members have submitted signed PAs.

Scope of applicability

2. The contents of this Circular apply to all national and provincial departments (the information on municipal managers will be obtained separately from **dplg**).

Date of applicability

3. 31 May 2007

The signing of SMS performance agreements

4. Executing Authorities and HoDs were informed, as noted above, that all SMS members must have signed performance agreements by June 2007, as required by the Evaluation Framework for HoDs, and Chapter 4 of the SMS Handbook. Please find attached as Annexure A, a template to complete the relevant information on the signing of SMS performance agreements for your Department. **The required information must reach the DPSA by 30 June 2007** (via the Offices of the Premiers for provincial departments and for national departments directly to Daan Prinsloo at the DPSA - fax number 012 336 1812).

Filling of vacant positions of DG/HOD, DDG and CFO

- 5 Executing Authorities and HoDs were also informed that all current vacant positions of DG/HOD, DDG, CFO and municipal managers must be filled within six months, i.e. by October 2007, also taking into account demographic targets. Please find attached as Annexure B, a template to complete the relevant information concerning the filling of the relevant vacant positions in your Department. **The required information must reach the DPSA by 30 June 2007** (for attention: Chris van der Vyver - fax number 012 336 1815).
- 6 The respective Offices of the Premiers are requested to collate and co-ordinate the above data from provincial line departments.

Your co-operation in this important matter is highly appreciated as the information is required for reporting to Cabinet.



DIRECTOR-GENERAL

DATE: 27/5/07



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ANNEXURE A

**SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS – STATUS
REPORT ON 31 MAY 2007**

The purpose of this survey is to obtain information on the signing of performance agreements by the Head of Department and all senior managers in your Department, in compliance with the Framework for the Evaluation of HoDs, and Chapter 4 of the SMS Handbook. Information must reflect the status on 31 May 2007. The completed template must be forwarded by 30 June 2007 for the attention of Dr D. Prinsloo, DPSA, Private Bag X916, Pretoria (fax number 012 336 1812).

Sphere of Government	National		Provincial	
Name of Provincial Government if applicable				
Name of National/ Provincial Department				

1.	Total number of employees on approved establishment in your Department (as at 1 April 2007)	
2.	No. of SMS members on approved establishment in your Department	
3.	No. of SMS members who signed PAs (for 2007/08) by 31 May 2007	
4.	Did the DG/HOD have a signed PA (for 2007/08) by 31 May 2007?	
5.	No. of SMS members without signed PAs (for 2007/08) by 31 May 2007	
6.	If PAs were not signed by 31 May 2007, please provide reasons why not. (A separate report to this effect must be attached for each person, with specific details. See attached template.)	

Information certified by Head of Department (HoD):

Name of HoD:

Signature:

Date:

Template to be completed in respect of all SMS members who did not have signed PAs by 31 May 2007.

SMS members who have not signed PAs by 31 May 2007			
Name	Persal no.	Pošt	Specific valid reasons
1.			
2.			
3.			
4.			
5.			



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ANNEXURE B

FILLING OF VACANT POSITIONS – STATUS REPORT ON 31 MAY 2007

The purpose of this survey is to obtain information on the filling of vacant positions of DG/HoD, DDG and CFO in your Department, as applicable. Information must reflect the status as on 31 May 2007. The completed template must be forwarded for the attention of Mr C v/d Vyver, DPSA, Private Bag X916, Pretoria (fax number 012 336 1812) by 30 June 2007.

Sphere of Government	National		Provincial	
Name of Provincial Government if applicable				
Name of National/ Provincial Department				

1. Total number of SMS members on approved establishment in Department (as at 1 April 2007)	<input type="text"/>
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2.1 Post at HoD level	<input type="text"/>	Filled	<input type="text"/>	Vacant
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2.2 If vacant, since when?	<input type="text"/>
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2.3 Indicate level of HoD	Level 16 (Band D)	Level 15 (Band C)	Level 14 (Band B)	Level 13 (Band A)
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3.1 No of posts at DDG level (Excluding HoD at level 15 – Band C)	<input type="text"/>	Permanent	<input type="text"/>	Contract	<input type="text"/>	Vacant
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3.2 If vacant, since when?	<input type="text"/>
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4.1 Post of CFO	<input type="text"/>	Permanent	<input type="text"/>	Contract	<input type="text"/>	Vacant
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4.2 If vacant, since when?	<input type="text"/>
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4.3 Indicate level of CFO	Level 16 (Band D)	Level 15 (Band C)	Level 14 (Band B)	Level 13 (Band A)
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Information certified by Head of Department (HoD):

Name of HoD:

Signature:

Date: