



# the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax: (021) 465 5484

Enquiries: D Mereetho e-mail: [dipsym@dpsa.gov.za](mailto:dipsym@dpsa.gov.za) fax: 0866188611 tel: 012-336 ~~1000~~

1351

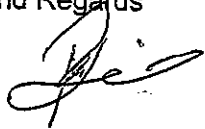
## TO ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, PROVINCIAL DEPARTMENTS AND ORGANISATIONAL COMPONENTS

### COMPULSORY IMPLEMENTATION OF COMPETENCY BASED ASSESSMENTS IN THE PUBLIC SERVICE BY 2008

1. This circular serves to inform all Heads of Departments of the Cabinet's decision on 26-28 July 2006 regarding the compulsory implementation of competency assessments for the Senior Management Service (SMS) members by December 2008.
2. In order to ensure the quality of competency assessments in the Public Service, six service providers have been appointed, trained and accredited by DPSA to provide a competency assessment service for departments.
3. In order to ensure a smooth transition and align the Cabinet decision with the financial year, departments are therefore requested to make the necessary preparations for the full roll out of competency assessments by 1 April 2008.
4. The SMS competency assessment battery can be used for both recruitment/selection and developmental purposes. It is imperative to note that in cases where competency based assessments are applied for selection purposes, the assessments may **only** be utilized 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 the final recommendation. *The final decision regarding whom to appoint remains with the Executing Authority or his/her delegate.*
5. The department may approach any of the six service providers to request for the service:
  - Deloitte and Touche
  - Jobvest
  - Work Dynamics
  - Larona (Setho Sarona)
  - LeadTrain
  - Moruo-Bathong Investments

6. If the department requires further information related to the details of the process, Ms R Makhubela or Ms R Singh may be contacted on 012 – 336 1108 / 1241 respectively. The full-scale implementation will require another tender process and a re-negotiation of the current fee structure.
7. Your co-operation is sincerely appreciated. All the relevant documentation may be found on the DPSA website [www.dpsa.gov.za](http://www.dpsa.gov.za).

Kind Regards



**DIRECTOR-GENERAL**

**DATE** 8/3/07