



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

A Swanepoel/Cv/d Vyver
012 336 1392/012 336 1485
14/4/1/1/1


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)

1. In circulars 14/4/1/1/1 dated 27 May 2007 and 13 November 2007 respectively, departments were informed regarding one of the priority projects (i.e. Project 15) identified during an engagement between the President, Deputy President and national and provincial Directors-General. The project aims to "regularize employment and performance agreements at designated levels". The project includes the following activities:
 - (a) To ensure that all current vacant positions of DG/HoD, DDG, CFO and municipal managers be filled within six months, also taking into account demographic targets.
 - (b) To ensure that by June 2007 and by May of every year thereafter all SMS members have submitted their PAs.
2. Insofar as the filling of the afore-mentioned vacant positions and the signing of PAs are concerned, departments were requested to complete the relevant information as per the draft templates. Following receipt of the information requested a final report for the 2007/2008 performance cycle was compiled and submitted to Cabinet.
3. In order to facilitate a further report on Project 15 for the 2008/2009 performance cycle all departments are hereby requested to submit information regarding the filling of specific posts and the signing of PAs as per the copy of the excel template provided at Annex A to this Circular.

The template has also been posted on **dpsa** website to facilitate quick response and in order to assist that correct information reach the **dpsa** by not later than 17 June 2008. The completed template must be e-mailed to SMS@dpsa.gov.za.

4. The content of this Circular apply to all national and provincial departments. **The date of applicability is 31 May 2008.** The respective Offices of the Premiers are requested to collate and co-ordinate the above data from all provincial line departments.
5. Your co-operation in this important matter is appreciated.


DIRECTOR-GENERAL
DATE: 15/5/08

Under nas and prov dg pa 0804 letter signing of PAs 14 Mrt AR