



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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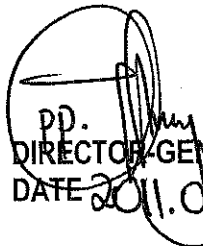
## **TO ALL HEADS OF NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

### **DIRECTIVE ON THE IMPLEMENTATION OF COMPETENCY BASED ASSESSMENTS FOR MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS)**

1. This circular serves to inform all Heads of Department of developments in relation to the implementation of competency based assessments in the public service for members of the SMS and the issuing of the Directive in line with these developments.
2. The Department of Public Service and Administration (DPSA), embarked on a review of the current assessment practice following the decision of Cabinet in July 2006 to make competency assessments compulsory for all members of the SMS.
3. Consequently new tools were developed and validated to determine competency gaps. In line with the newly developed tools and a review of the process, the attached Directive is being issued.
4. Departments have indicated various challenges in relation to the implementation and the use of competency based assessments, as such the Directive is expected to provide the necessary clarity in order to facilitate effective implementation of this critical process and avoid incorrect use of the results as part of the recruitment process.
5. Please refer to the attached Directive in respect to the implementation of competency based assessments. The aim of the assessment is to provide the department with a detailed report capturing areas of development and the department is thereafter expected to manage the identified developmental gaps via the personal development plan of the appointed individual through the performance management process. This creates a culture of continuous learning and development which is in line with Outcome 12 ("An efficient, effective and development orientated public service and an empowered, fair and inclusive citizenship") of the delivery agreement between the Minister for Public Service and Administration and the President of the Republic of South Africa.

6. The Directive further aims to enforce a link between competency based assessments, recruitment, training and development and performance management practices.
7. The amended SMS competency framework and revised Chapter 5 of the SMS Handbook may be located on the dpsa website ([www.dpsa.gov.za](http://www.dpsa.gov.za)). Kindly be advised that the amended SMS competency framework and tools are expected to be implemented 1 April 2011. The current process is still applicable until 31 March 2011.
8. The Directive has been attached for your attention. Your co-operation is sincerely appreciated.

Kind Regards

  
PP. T.G. MANZINI  
DIRECTOR GENERAL  
DATE 2011.05.10