



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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## TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS

### IMPLEMENTATION OF THE PRE-ENTRY CERTIFICATE FOR THE SENIOR MANAGEMENT SERVICE (SMS)

1. The Directive on compulsory capacity development, mandatory training days and minimum entry requirements for members of the senior management service (SMS) was introduced on 1 April 2015 and has been amended based on the continuous feedback received from departments during its implementation.
2. One of the minimum entry requirements for SMS is the pre-entry certificate as indicated under paragraph 10.3 of the Directive. It should be noted that the said requirement takes effect on 1 April 2020. The National School of Government in conjunction with the Department of Public Service and Administration have finalised the design and development of the on-line course for the certificate for entry into the Senior Management Service. There was also a pilot process which the Department of Public Service and Administration assisted with.
3. The name of the pre-entry course is ***Certificate for entry into the SMS*** and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
4. The individual applicant or user is expected to pay for the course and may enrol for it at a cost of R 265.00. This course is available for all potential applicants, including public and private sectors. The duration of the course is 120 hours.
5. Departments are required to ensure that the all SMS post advertisements in the media include the link above. The DPSA shall also ensure that the Public Service Vacancy Circular provides the said link for users to access.

6. For any further information related to the on-line course, please contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za) .

Your co-operation is sincerely appreciated.



PROFESSOR R LEVIN  
DIRECTOR-GENERAL

DATE: 29/11/19