



**MINISTRY  
PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA**

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**TO ALL EXECUTIVE AUTHORITIES OF NATIONAL DEPARTMENTS AND  
GOVERNMENT COMPONENTS**

**REVISED EXECUTIVE PROTOCOL: PRINCIPLES AND PROCEDURES FOR THE  
EMPLOYMENT OF HEADS OF DEPARTMENT (HoDs) AND DEPUTY DIRECTORS-  
GENERAL (DDGs) NATIONALLY**

Cabinet has, on 24 October 2012, approved a document entitled the Executive Protocol: Principles and Procedures for the Employment of Heads of Department (HoDs) and Deputy Directors-General (DDGs) nationally. The Executive Protocol was published by the Department of Public Service and Administration (DPSA) during 2013 and availed to Ministers under cover of a letter dated 1 October 2013.

The Executive Protocol document, 2013, aims to ensure that the employment of HoDs and DDGs are aligned to the basic values and principles enshrined in section 195 of the Constitution, in particular that of ensuring employment practices are based on ability, objectivity and fairness. It further encourages good practice in the recruitment of HoDs and DDGs nationally, thereby assisting Executive Authorities (EAs) in appointing high quality candidates.

A review of the Executive Protocol document, 2013 became prudent following the introduction of the Public Service Regulations (PSR), 2016. The Executive Protocol document was subsequently reviewed to ensure alignment thereof with the stipulations of the PSR, 2016. As part of the review process the following were also accounted for:

- Relevant Directives and Determinations issued by the Minister for the Public Service and Administration.
- The draft Delegation of Powers of the President in terms of section 42A(3)(a) of the Public Service Act, 1994 in respect of the appointment of Heads of Department and their career incidents as conferred on the President in terms of section 12 of the Public Service Act, 1994, currently awaiting signature by the President.
- Relevant High Court and Labour Court judgements pertaining to the employment of Directors-General.
- Legal opinion by the Office of the Chief State Law Adviser pertaining to judgements referred to above.
- MPSA Circular to national Executive Authorities (EAs) regarding the interpretation of the above-mentioned court judgements.

- Report number 28 of 2018/2019 issued by the Public Protector.
- Advisory note regarding reference checking against social media profiles, issued by the Department of Public Service and Administration on 30 January 2019.

Executive Authorities are urged to ensure that, subject to sections 2(2B) and 32(2)(b)(i), all matters pertaining to the employment and career incidents of Heads of Department, including the suspension and instituting of discipline, must in the absence of delegations, be referred to the President.

An electronic copy of the Executive Protocol document and its accompanying templates will be posted on the DPSA website. You are kindly requested to ensure compliance with the revised Executive Protocol document at all times.

Your co-operation in this regard will be appreciated.

Kind regards



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**MR SENZO MCHUNU, MP**  
**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

DATE: 03/03/2020