

CHAPTER 1

OVERVIEW

1. PURPOSE OF HANDBOOK

- 1.1 The publication of the first edition of this Handbook coincided with the establishment of the SMS on 1 January 2001. This is the second edition, which incorporates all the determinations, directives and guidelines issued by the Minister for the Public Service and Administration to the SMS as at 1 December 2003.
- 1.2 For ease of administration, the DPSA will endeavour to incorporate all future amendments to the policies, advice and guidance that pertain to the employment and conditions of service of the SMS in this Handbook. Departments should, however, note that the details concerning the rand value of remuneration packages of senior managers will be contained in separate DPSA circulars.

2. LEGAL MANDATE

- 2.1 This Handbook is issued in terms of regulation 1 D of chapter 4 of the PSR.
- 2.2 This Handbook must always be read in conjunction with the Act, the PSR, relevant collective agreements and circulars.
- 2.3 Readers should take cognisance of the fact that different chapters of the Handbook consist of both compulsory and advisory elements.

3. OVERVIEW OF CONTENTS

- 3.1 This Handbook consists of chapters dealing with:
 - (1) Overview
 - (2) Recruitment and Selection
 - (3) Remuneration and Conditions of Service
 - (4) Performance Management and Development
 - (5) Competency Framework
 - (6) Ethics and Conduct
 - (7) Misconduct and Incapacity
 - (8) Employment of Heads of Departments
 - (9) Financial Disclosure

3.2 In addition to the above, the two resolutions of the PSCBC that deal with the SMS specifically, have been attached as appendices. These are:

- (1) Appendix 1 - Resolution No. 13 of 1998
- (2) Appendix 2 - Resolution No. 9 of 2000

3.3 Other chapters focusing on matters to be identified will be added as they are developed and approved by the Minister. Such chapters, as well as any amendments that may be effected to existing chapters, will be circulated to all concerned.

3.4 Departments are encouraged to appoint specific persons who will disseminate the amendments to individuals and issue them with copies of the Handbook.

4. SMS HANDBOOK ON-LINE

For an updated electronic copy of the Handbook, please consult:

www.dpsa.gov.za or www.publicservice.gov.za