



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) 467 5484

Enquiries: Dr S Hoogenraad-Vermaak
Tel: 012 336 1281 / 084 251 1761
Email: SalomonH@dpsa.gov.za

CIRCULAR NUMBER: NO 21 of 2024

TO: ALL HEADS OF DEPARTMENT AND PROVINCIAL ADMINISTRATIONS

SUBJECT: APPROVED GUIDE FOR PUBLIC SERVICE EMPLOYEES REQUIRING WITNESS PROTECTION

1. The purpose of this circular is to inform Heads of Department and Provincial Administrations about the *Guide for Public Service employees requiring witness protection* ("Guide") issued by the Minister for the Public Service and Administration (MPSA) to be implemented from 01 April 2024.
2. The Guide aims to create awareness around witness protection and provides a clear process for Public Service employees to request to be speedily entered into the Witness Protection Program. It addresses security concerns of Public Service employees witnessing criminal conduct by adopting a coordinated approach within the Public Service. The coordination of data will also assist with the drafting and reviewing of strategies on whistleblower protection.
3. The key areas addressed in the Guide are: an explanation of concepts needed to understand witness protection and to differentiate it from whistle-blowing, an explanation of the Witness Protection Program, a clarification of the roles and responsibilities regarding those involved in the protection of witnesses, and an outline of the reporting system and process that have to be adopted by departments.
4. It is required of departments to implement the system and process outlined in the Guide to support employees in need of witness protection to speedily access witness protection. Departments are required to appoint a nodal person (nodal point or first responders) to assist employees who require witness protection and to create

awareness on witness protection. Departments are also required to support employees with information needed to apply for protection when testifying in a disciplinary hearing and to capacitate first responders who must assist employees who make reports.

5. The Public Administration Ethics, Integrity, and Disciplinary Technical Assistance Unit will provide implementation support to departments in the form of workshops for those employees who are responsible for the implementation of the Directive.

Your cooperation will be highly appreciated.

Kind regards.

Signed by: Yoliswa Makhasi
Signed at: 2024-04-04 11:15:12 +02:00
Reason: I approve this document



Ms. Yoliswa Makhasi
Director-General

Date: 04/04/24