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TO: ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

SUBJECT: APPROVED ETHICS DIRECTIVES

1. The purpose of this circular is to inform Heads of Departments and Provincial Administrations about the Ethics Directives issued by the Minister for the Public Service and Administration (MPSA) to be implemented from 01 April 2024.
2. On 21 February 2024, the MPSA issued the following Directives:
 - 2.1 Institutionalisation of the Ethics Officer Function in the Public Service (**Tag A**);
 - 2.2 Conducting Business with an Organ of the State (**Tag B**); and
 - 2.3 Other Remunerative Work Outside an Employee's Employment in the Relevant Department (Other Remunerative Work) (**Tag C**).
3. The Directives on Other Remunerative Work and Conducting Business with an Organ of the State replace the Directives issued in 2016 and 2017 on the same subjects, respectively. Changes to the Directives include:

3.1 Other Remunerative Work:

The Directive has been reviewed to streamline the application process to make it more efficient by introducing:

- (i) a re-application form in case the employee's circumstances and the other remunerative work conditions did not change;
- (ii) confirmation letter for deemed approval of the ORW application in line with section 30(3)(b) of the Public Service Act, 1994; and

- (iii) provide tools to guide supervisors and Ethics Officers when assessing an employee's application to perform other remunerative work and making recommendations to the executive authority.

3.2 The Directive on Conducting Business with an Organ of the State:

- (i) prohibits an employee from registering on the National Treasury Central Supplier Database (CSD) as an individual, owner of a company, or director of a public or private company; and
 - (ii) requires the head of department to open a case for employees who are conducting business with an organ of state with the South African Police Service in compliance with section 8 of the Public Administration Management Act, 2014.
 - (iii) The list of activities that do not constitute conducting business with an organ of state has been reviewed and streamlined for better understanding by employees and authorities.
4. The Directive on the Institutionalisation of the Ethics Officer Function in the Public Service is issued to give effect to and assist departments with implementing Regulation 23(1), which requires the executive authority to designate or appoint Ethics Officers to perform the functions stated in that Regulation. The Directive includes the Implementation Guidelines and a sample job description for the Ethics Officer.
5. The Public Administration Ethics, Integrity and Disciplinary Technical Assistance Unit will provide implementation support to departments in the form of guidelines and workshops to targeted categories of employees who are responsible for the implementation of the Directives.

Your cooperation will be highly appreciated.

Kind regards.

Signed by: Yoliswa Makhasi
Signed at: 2024-03-11 15:17:05 +02:00
Reason: I approve this document



Ms. Yoliswa Makhasi
Director-General

Date: 11/03/24