



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

SOP File Number:

COS-HRA-PERSAL-03

SOP Version:

v.001


Document Owner:

Chief Director : Corporate Services

STANDARD OPERATING PROCEDURE: SUBMISSION OF APPOINTMENT PROCESS

Approval Date	17 August 2018
Commencement Date	17 August 2018
Review Date	17 August 2019
Periodical Review	Annually
Resources	Staff, Stationary, ICT Equipment
Intent of SOP	To provide all role players with specific measures/directives in order to ensure uniformity in the maintenance of PERSAL Code files as required by National Treasury within the department.
Scope	This SOP applies to the Department of Social Development inclusive of all Districts.
Objective(s)	To provide integrated strategic direction and support to achieve good governance at all times.
Definitions	PERSAL - Personnel and Salary Systems SCC – System Change Control
Key Performance Indicator	Number of HR Practices implemented.

Principles	<p>Batho Pele Principle:</p> <p>Consultation: Employees should be consulted on the nature, quantity and quality of services to be provided in order to determine the needs and expectations of the end users.</p> <p>Service Standards: Employees should be told what level and quality of public services they will receive so that they are aware of what to expect.</p> <p>Ensuring courtesy: Employees should be treated with courtesy and respect.</p> <p>Access: All employees should have equal access to the services to which they are entitled</p> <p>Information: Employees should be given full, accurate information about the public services they are entitled to, e.g. through induction training and workshops.</p> <p>Openness and transparency: Employees should be told about process implementation.</p> <p>Redress: The Employer should establish a mechanism for recording any public dissatisfaction by handling complaints fast and efficiently.</p> <p>PARTICIPATION</p> <p>All line managers and employees are key to the successful implementation of effective and efficient leave Management.</p> <p>ACCOUNTABILITY</p> <p>All line managers and employees will be required to account for non-adherence to the provisions of leave Management. Non-compliance will be dealt with in terms of the Disciplinary Code and Procedures.</p> <p>Signing of undertaking and acknowledgement liability form.</p>
Compliance Measures	Signing of undertaking and acknowledgement liability form.
Performance Measures	Timeous official appointment authorization.



**STEP BY STEP GUIDE
HRA SUBMISSION OF APPOINTMENT PROCESS**

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Submit Appointment file	<ul style="list-style-type: none"> Submit appointment file at Persal Section with supporting documents. 	<ul style="list-style-type: none"> HR Officials 	<ul style="list-style-type: none"> Approved Report of interviews Appointment letter Acceptance letter Assumption of duty ARP PCMT letter 	1 Day
2	Verify the submitted appointment file	<ul style="list-style-type: none"> Check the appointment according to the checklist that was provided by Provincial Treasury. Sign the submission Register. Write a submission for the approval and send to SG's Office. 	<ul style="list-style-type: none"> Data Capturer Assistant Director. Persal 	<ul style="list-style-type: none"> Verified appointment file Approved Report of interviews Appointment letter Acceptance letter Assumption of duty ARP PCMT letter 	1 Day
3	Recommend the appointment of new personnel	<ul style="list-style-type: none"> Recommend the appointment before the SG's approval. 	<ul style="list-style-type: none"> Director HRA CD: Corporate Services CFO 	<ul style="list-style-type: none"> Recommended Appointment 	1 Day
4	Approve the Appointment	<ul style="list-style-type: none"> Approve the appointment of new personnel. 	<ul style="list-style-type: none"> Superintendent General 	<ul style="list-style-type: none"> Approved Appointment documents 	9 Days

5	Submit approved appointment to Treasury	<ul style="list-style-type: none"> Submit the approved appointment to Provincial Treasury for authorization. 	<ul style="list-style-type: none"> Data Capturers Assistant Director: Persal 	<ul style="list-style-type: none"> Proof of submission Approved Appointment documents 	1 Day
6	Authorize Appointment	<ul style="list-style-type: none"> Authorize the appointment. 	<ul style="list-style-type: none"> Provincial Treasury 	<ul style="list-style-type: none"> Authorized appointment 	5 Days
7	Re-submit the non-authorized appointment	<ul style="list-style-type: none"> In case of Non authorization Collect the rejected appointment from Treasury. Rectify the reasons for rejections. Resubmit the appointment. 	<ul style="list-style-type: none"> Data Capturers Assistant Director: Persal 	<ul style="list-style-type: none"> Authorized appointment Proof of submission Approved Appointment documents 	1 Day

LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Document Description	Effective Date (if applicable)
DPSA (Persal Policy)	Persal Policy (integrated public service human resources, personnel and salary system for government).	2015/16
DPSA (Provincial Instruction Note 13 of 2016/17	Provincial Instruction Note 13 of 2016/17 (outline the role and responsibilities of various Persal Role players and to provide a frame work to be used by all the departments).	2016/04/01
DPSA (Annexure A to the Instruction Note)	Annexure A to the Instruction Note (Centralisation of authorisation of appointments on Persal System at Provincial Treasury).	2016/17







PROCESS RISKS

Risk Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System/ Manual
Delay of appointment authorisations	Delay of appointment authorizations result in nonpayment of officials salaries.	H	H	Provincial Treasury must transfer back the Appointment Authorization to the Department.	Manual

NS 

AUTHORISATIONS

Authorization:	Name:	Comments	Signature:	Date:
Director : MIS	N.A. Mazizi			20/01/2018
Director: HRA	A.C.P. Boo			2/8/18
Chief Director: Corporate Services	F.S. Myburgh			2/8/2018
Head of the Department	N. Baart	SUBJECT TO ORDER of HHS and MONITORING.		19/08/2018
Distribution and Use of SOP	District Directors, all Deputy Directors, Corporate Service Deputy Directors, Service Managers, Area Managers, Assistant Directors			

