Province of the
EASTERN CAPE
HEALTH

OFFICE OF THE DDG HUMAN RESOURCE & CORPORATE SERVICES
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TO : **DEPUTY DIRECTORS GENERAL**
CHIEF DIRECTORS
DISTRICT MANAGERS
CHIEF EXECUTIVE OFFICERS
HEADS OF INSTITUTIONS

SUBJECT: **DEPARTMENTAL CIRCULAR NO 42 OF 2015:**

SUBJECT: IMPLEMENTATION OF MORATORIUM ON FILLING VACANT POSTS

1. Kindly be advised of austerity measures that have to be implemented in an attempt to manage our Cost of Employees (COE) budget.
2. This drastic measure was dictated by the poor financial position of the Department. It has been observed that despite the moratorium that was implemented on filling non-clinical posts in June 2015, no reduction has been noted on expenditure on COE. This points to weaknesses in handling HR functions which have created the possibility that irregular and unbudgeted payments are being effected on PERSAL, leading to escalating personnel expenditure.
3. In an attempt to rescue the situation, PERSAL authorization functions have been withdrawn from Districts and institutions and the following measures will apply from 04 September 2015.

    a. HR Delegations on filling of vacant posts are hereby withdrawn. This applies to clinical, non-clinical posts as well as posts filled through conditional grant
    b. In cases where the selection process is incomplete and where appointment letters have not been issued, the process has to be abandoned and affected candidates to be advised as such.
    c. In situations where appointment letters were already issued, information should be captured as per attached spreadsheet and submitted to the Office of the DDG: HR & CS not later than 14 September 2015. The information on spreadsheet to be signed off by District Manager / CEO – Tertiary Hospitals.
    d. Moratorium on filling all vacant posts will remain in force until December 2015.
    A Provincial Central Committee will be established in the Office of the Superintendent General to deal with any critical posts to be filled. Requests should be submitted through the office of the relevant DDG, i.e. Dr Maduna for Clinical posts and Ms Campbell for non - clinical posts

e. In exceptional situations where management and service delivery is under threat, a motivation may be directed to the Superintendent General through the relevant DDG. The motivation to include amongst others, the following information :

i. Total number of posts in the component in which the candidate is to be appointed as well as status of filled posts.
ii. What are the service delivery problems? Can alternative measures not be put in place to overcome the service delivery problems e.g. the redeployment of existing staff members to the unit where problems are experienced? If absenteeism of employees contribute to service delivery problems it does not constitute reasons for the appointment of additional staff.
iii. Possible consequences if post is not actively filled.
iv. Proof that funds for the filling of the post are available.

f. Therefore, from the date of this Circular, only the Superintendent General has the authority to approve appointment of personnel.
g. Appointments who do not comply with the conditions set above will not be valid and will not be authorized on PERSAL. Further, disciplinary action will be invoked in cases of non-compliance.

4. The contents of this Circular should be brought to the attention of all Managers.

Counting on your co-operation

DR T. D. MBENGASHE
SUPERINTENDENT GENERAL
DATE 8/4/2015

LIST OF EMPLOYEES ISSUED WITH APPOINTMENT LETTERS BEFORE THE MORATORIUM

NO	INSTITUTION	SURNAME & INITIALS OF CANDIDATES	POSITION	ID. NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

It is certified that the above list with (so many...) names is a complete list of candidates who were already issued with appointment letters before the moratorium.

_____

DISTRICT MANAGER / TERTIARY HOSPITAL CEO

DATE_____

SUPPORTED / NOT SUPPORTED

_____

DDG - CLINICAL \ HR & CS

DATE _____

SUPPORTED \ NOT SUPPORTED

_____

DDG - CHIEF FINANCIAL OFFICER

DATE_____

APPROVED \ NOT APPROVED

_____

SUPERINTENDENT GENERAL

DATE_____

Office of the Premier
North west Provincial Government
Republic of South Africa

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DIRECTOR GENERAL

TO : **HEADS OF DEPARTMENT**

FROM : **DR. TA LEKALAKALA**
ACTING DIRECTOR GENERAL

SUBJECT : **WITHDRAWAL OF THE APPROVAL GRANTED TO DEPARTMENTS TO FILL POSTS**

The above mentioned matter refers.

The special broader extech meeting held on Wednesday, 23 September 2015, deliberated at length on measures that the province can consider to deal with budget constraints.

During the discussion it was agreed that one such measure to consider would be the audit and standardization of organizational structures of departments. This has implications for the approvals granted to departments to fill vacant funded posts.

As agreed at the meeting, Heads of departments are hereby notified that all approvals granted to departments to advertise posts are withdrawn forthwith until further notice.

Counting on your usual cooperation.

Kind regards.

DR. TA LEKALAKALA
ACTING DIRECTOR GENERAL
DATE: 25/09/2015

health
Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:
HUMAN RESOURCE MANAGEMENT SERVICES

Physical Address: Private Bag X9051, Pietermaritzburg, 3200
Physical Address: 330 Langalibalele Street, Pietermaritzburg, 3201
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INTERNAL CIRCULAR

DATE:	**FILE NO: HRM 4/1/P**
TO: DISTRICT MANAGERS **HOSPITAL MANAGERS** **COMMUNITY HEALTH CENTRE MANAGERS** **HEADS OF INSTITUTIONS** **HEAD OFFICE MANAGERS**	**HUMAN RESOURCE MANAGEMENT CIRCULAR NO__60____ OF 2015**
SUBJECT: MORATORIUM IN THE FILLING OF POSTS	

1. The KZN Provincial Treasury has issued a Circular No. PT (12) of 2015/16 dated 15/9/2015 for the cost cutting measures amongst other things a moratorium has been placed on the filling of vacant critical posts in which all vacant posts are regarded as frozen with effect from 15/09/2015.

2. All vacant posts which have been advertised on or after 16/09/2015 must be withdrawn with immediate effect with the exception of vacant posts which were advertised before 16/09/2015 in which the selection process can proceed in terms of the circular from the Office of the Premier dated 16/09/2015. The process to unfreeze and/or create these posts on Persal which were advertised by the Institutions before 16/09/2015 will be done through the Office of the Premier as outlined in HRM Circular No. 59 of 2015 dated 1/10/2015 which must be adhered to by all Institutions.

3. All vacant posts to be advertised and filled by the Department for the remaining financial year 2015/16 which will be approved by the Premier and MEC for Finance, will be identified by Head Office in consultation with all Institutions.

4. The submission of the required spreadsheets detailing all critical posts for the Department of Health will be done in two phases.

5. The phase one list for submission to the Office of the Premier and the Provincial Treasury, will include all SMS posts across the Department, which will be approved by the Departmental EXCO. The phase one list will also include all District Manager posts, and **Management** all posts within the District Office where these posts report directly to the District Manager. The phase one list will also include all Institution CEO posts, and all **Management** posts within an Institution where these posts report directly to the CEO. Please see **Annexure A** for all phase one posts. This list is due for submission to the Office of the Premier and Treasury by the 15th October 2015, so that recruitment of all these posts can continue.

6. The phase two list for submission to the Office of the Premier and the Provincial Treasury, will include additional **absolutely critical posts** (in addition to those posts that would have been submitted as part of phase one) that have been submitted by Head Office, District and Institutions for the Departmental EXCO's approval. Head Office, Districts and Institutions Managers are therefore requested to send their additional lists of all absolutely critical posts as per the Circular issued by the Office of the Premier and Provincial Treasury to the Deputy Director General: Corporate Management Services by completing the attached template electronically and be forwarded to Mr Cheyne's e-mail address peter.cheyne@kznhealth.gov.za with immediate effect.

7. Institutional Heads are reminded that this list must not be all posts on Persal or on the approved structure. It must only be posts that are absolutely critical, taking into consideration that the filling of such posts will be motivated to the KZN Provincial Treasury and Office of the Premier. This list must include **only priority vacant posts** and **all filled posts**, as this list will form the basis of the Departmental priority list that will be sent to the KZN Provincial Treasury and Office of the Premier as per the requirements of the circular. This list must consider all posts from approved structures and Persal, as sometimes posts will not be on Persal as they would have been deleted, while they are on the approved structure. This list is still going to be subject for discussion by the Departmental EXCO, before the finally recommended list is sent to the Executive Authority for approval before being sent to the KZN Provincial Treasury and Office of the Premier.

8. **All filled posts** must be included in this list, and per each of these filled posts, it must be indicated whether it is a priority post or not. The indication of whether priority or not for filled post will also be used as indication if the Institution has been objective in identifying priority posts from all the filled posts too. This list for where a post is vacant, it must only be for the vacant priority posts.

9. Institutional Heads are reminded to be very objective and keep in mind the financial problems being faced by the whole of Government. This list will still be subjected to the available budget within the Department. Due to budget constraints it is possible to have priority posts, that will be unfunded. Institutional Heads are therefore requested that when identifying the priority posts from both filled and vacant, consideration must looked at in terms of the current available budget for Compensation of Employees with the institution.

10. The completed template must be accompanied by a print out (from Persal function #3.3.4) of the details of the posts to be unfrozen. These additional posts must be submitted by the 15th of October 2015. The planned submission date of the second list to the Office of the Premier and Provincial Treasury is 30th of October 2015.

11. The completed template must be accompanied by a print out (from Persal function #3.3.4) of the details of the posts to be unfrozen. These additional posts must be submitted by the **16th of October 2015**. Failure to comply with this submission date, will mean there will be **no priority** posts for the institutions that did not submit. The planned submission date of the second list to the Office of the Premier and Provincial Treasury is 30th of October 2015.

12. Institutions will be advised once these posts have been approved by the Premier and the MEC for Finance.

13. The contents of this circular must be brought to the attention of all staff concerned.

DATE: 2015/10/07

MR TPB SHEZI
DEPUTY DIRECTOR GENERAL :
CORPORATE MANAGEMENT SERVICES