



KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE : HUMAN RESOURCE ADMINISTRATION

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TO ALL EMPLOYEES DEPARTMENT OF SOCIAL DEVELOPMENT

HRM CIRCULAR NUMBER 04 OF 2020

IMPLEMENTATION OF ROTATION IN ACTING APPOINTMENTS

1. One of the objectives of the Policy on Acting on Higher posts is to ensure that the practice of acting in higher posts and the payment of acting allowance is managed in an equitable, fair and transparent manner in order to enhance the performance of the department.
2. The acting appointment do not only provide remunerative incentive but it also provides a range of potential professional development opportunities to the acting employees. However, it has been observed that the same employees are reappointed to act in posts on successive periods, which has a limiting effect on the opportunity for other eligible employees.
3. In order to correct this inconsistency, the acting appointments should be done on a **rotational basis** and the following measures must be implemented.
 - a) In the event that the period of the acting employee comes to an end and the need still exist for the acting appointment, another person must be appointed and the submission for such appointment must include the particulars of the previous acting incumbent and the duration of the previous acting period of the same employee.
 - b) In instances where the acting appointment is new, the submission must indicate that there has never been an acting appointment in that particular post.
 - c) The submissions must, in all instances, indicate the procedure that was followed and the criteria used to nominate the employee to act to ensure compliance with principles of fairness and transparency.
4. The contents of this Circular must be implemented with immediate effect and note that all other provisions of the Policy still apply.
5. The Circular must be brought to the attention of all employees.

MRS NI VILAKAZI
HEAD OF DEPARTMENT

DATE: 16/07/2020