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Your reference:

THE DEPUTY NATIONAL COMMISSIONER

My reference: 8/1/1 (Vol 71)

ASSET AND LEGAL MANAGEMENT

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- A. The National Head
DIRECTORATE FOR PRIORITY CRIME INVESTIGATION
- B. **ALL DIVISIONAL COMMISSIONERS**
- C. **ALL PROVINCIAL COMMISSIONERS**
- D. All Heads
HEAD OFFICE
- E. The Chief of Staff
MINISTRY OF POLICE
- F. **ALL DEPUTY NATIONAL COMMISSIONERS**

POST PROMOTIONS: PHASE 1: 2019/2020 FINANCIAL YEAR: EMPLOYEES OF THE SOUTH AFRICAN POLICE SERVICE

- A-D.1. Posts have been made available for promotion purposes and is hereby advertised in terms of Safety and Security Sectoral Bargaining Council (SSSBC) Agreement 3 of 2011 as well as National Instruction 3 of 2015. The posts are available on computer, PERSAP function # 2.2.52, and the project name allocated to the process is **201920-1**. If units or offices do not have access to computer equipment, the personnel (HRM) offices must make computer printouts of the posts and these must be supplied to employees. The posts are also available on the Intranet.
- 2. Employees who have been appointed in terms of South African Police Service Act, 1995 or the Public Service Act, 1994 and who qualify to be considered for promotion in terms of the **requirements for promotion as contained in SSSBC Agreement 3 of 2011 and National Instruction 3 of 2015**, are hereby afforded the opportunity to apply for a maximum of **three (3) posts**. Employees who qualify before or on **19 July 2019** may apply for advertised posts.

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3. Employees who apply for advertised posts must use the attached application form, Annexure A (do not attach PEP assessment reports/CV's), to apply for posts. **Employees are themselves responsible** for sending their completed application forms (together with copies of documents requested in paragraph 3.1 and 3.2 if applicable) to the relevant offices indicated in Annexure B (or to deal with their applications in terms of Divisional/Provincial/DPCI Instructions [if any] issued in terms of paragraph 4) and for obtaining acknowledgements of receipt from the relevant offices.
 - 3.1. Employees should specifically take note that where qualifications are stipulated as a requirement for promotion (**no qualification requirement has been waived**) in terms of SSSBC Agreement 3 of 2011, such qualifications must be attached to their application forms (certificates of courses need not to be attached) – **failure to attach the required qualification to their application forms will result in such employee's application being rejected.**
 - 3.2. Statutory or specific post requirements are required for promotion to posts advertised in certain occupations. **In the event that posts are advertised in occupations that requires statutory or specific qualifications/requirements (reflected in the post description), employees must attach copies of the relevant documents to their application forms.**
4. As a result of the large number of posts being advertised, Divisional/Provincial Commissioners/the National Head: DPCI may issue a divisional or provincial instruction pertaining to the sending and receipt of applications with regard to employees who want to apply for posts within their own division/province/DPCI. However, employees who want to apply for posts in other divisions or provinces must send their application forms to the relevant offices, as indicated in Annexure B.
5. In view of the limited time frames, employees are requested not to post their applications, but to send them by electronic medium (see the details in Annexure B) or to deal with their application in terms of divisional/provincial/DPCI instructions (if any) issued in terms of paragraph 4.
6. **The closing date for applications for the advertised posts is 19 July 2019. Please ensure that applications are handed in/sent well in advance.**
7. Please note the following:
 - 7.1. Applications for advertised posts must be considered in terms of **SSSBC Agreement 3 of 2011 and National Instruction 3 of 2015**, and employees and panels must ensure that they are familiar with this Agreement and National Instruction.
 - 7.2. Employees may not apply for more than three (3) posts.
 - 7.3. **The National Commissioner has approved that the following requirements for promotion be waived:**

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7.3.1. The rank structure of the South African Police Service no longer provide for the rank of Lieutenant and Major. Consequently, the following applies:

- Warrant Officers who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011 to be considered for promotion may apply for posts advertised on the level of Captain;
- Captains who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011 (period of service in the rank of Lieutenant and Captain combined) to be considered for promotion may apply for posts advertised on the level of Lieutenant Colonel; and
- Lieutenant Colonels who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011 (period of service in the rank of Major and Lieutenant Colonel combined) to be considered for promotion may apply for posts advertised on the level of Colonel.

7.3.2. The Occupations: Secretary; Administration Clerk; Personnel Officer; Provisioning Administration Clerk; Accounting Clerk; Registration Clerk; Data Typist and Typist were re-graded and consist of only two levels (i.e. a production level [Salary Level 5] and a supervisory level [Salary Level 7]). Consequently, the following applies:

- Public Service Act Employees in the occupations listed above on Salary Level 5 who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011 (i.e. at least 2 years uninterrupted service on level 5, etc.) to be considered for promotion may apply for posts advertised on Salary Level 7;
- Public Service Act Employees in the occupations listed above on Salary Level 6 who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011 (period of service on Salary Level 5 and 6 combined) to be considered for promotion may apply for posts advertised on Salary Level 7;
- **Public Service Act Employees on Salary Level 7** who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011, **may apply for posts advertised on the level of Warrant Officer**. Due regard must, however be paid to the provisions of paragraph 4(3)(d) of National Instruction 3 of 2015.
- **Public Service Act Employees on Salary Level 7** who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011, **may also apply for posts advertised on the level of Captain**. Due regard must, however be paid to the provisions of paragraph 4(3)(d) of National Instruction 3 of 2015.
- Public Service Act Employees on Salary Level 8 who conform to the requirements as contemplated in SSSBC Agreement 3 of 2011 (period of service on Salary Level 7 and 8 combined), may apply for posts advertised on the level of Captain. Due regard must, however be paid to the provisions of paragraph 4(3)(d) of National Instruction 3 of 2015.

7.3.3. All other employees must comply with the requirements for promotion as set out in **SSSBC Agreement 3 of 2011**.

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- 7.3.4. The incumbent of a post, which post that has been re-graded and advertised at a higher level, may apply for the relevant post, irrespective of the period of service in his/her current rank.
- 7.4. All employees (irrespective of rank/level) must be in possession of the prescribed qualification (where applicable) to apply for advertised posts at their next higher level or band.
- 7.5. An enquiry function is available on the PERSAP System #2.2.53, (project name: 201920-1) where employees can determine whether their applications have been registered. If an employee's Persal number is entered, the posts for which applications have been registered will be indicated.
- 7.6. **Interviews must be conducted for posts advertised at Band D (Lieutenant Colonel/equivalent level) and MMS Band (Colonel/ equivalent level) as well as all advertised Station Commanders' posts (at all levels).**
- 7.7. Interviews are not compulsory for posts advertised at Levels 7 (Public Service Act), Band A (Sergeant Level), Band B1 (Warrant Officer Level), and Band C (Captain Level). However, Divisional/ Provincial Commissioners/the National Head: DPCI must use their discretion and may determine that interviews must be conducted for critical and/or specific posts.
8. Divisional/ Provincial Commissioners/the National Head: DPCI must appoint a panel or panels in terms of **National Instruction 3 of 2015** to consider the applications for advertised posts or designate a member holding the rank of at least Brigadier to appoint such a panel or panels (in this regard your attention is drawn to the content of Head Office circular 5/3/1, dated 27 October 2015). Please ensure that the process is conducted in terms of the criteria that have been set down. Use the form "Screening of Application" (also attached) for the evaluation of applications and during interviews. **The panels for posts at the level of Colonel must be approved by the National Head: DPCI/relevant Provincial Commissioner or Deputy National Commissioner under whose responsibility such post resorts.**
9. During the selection process you must ensure that representivity is addressed in terms of the SAPS Employment Equity Plan and the guidelines that will be provided by the Divisional Commissioner: Human Resource Utilization. It is important to note that compliance with representivity is one of the criteria for the selection of candidates for promotion as provided for in paragraph 4(9)(a) of National Instruction 3 of 2015. The over and under representivity in each environment will therefore have to be taken into account in the selection process.
10. Recommendations for promotions to Colonel must be submitted to the National Commissioner (excluding within DPCI, in which case it must be submitted to the National Head) by Provincial Commissioners/the Deputy National Commissioner under whose responsibility such post resorts in the case of Divisions/Components for consideration. The particulars of candidates (Colonel Level) and the posts for which they are recommended, together with the candidates' application forms and

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qualifications / documents requested in terms of paragraph 3.1 and 3.2, must reach Head Office/the National Head: DPCI before or on **16 August 2019**. Computer-generated lists of candidates (PERSAP function #2.2.55) who are recommended for promotion must be submitted to Head Office/National Head: DPCI. A supplementary list must be provided of the candidates against whom investigations are pending / who have criminal convictions or valid disciplinary findings of misconduct while holding their present rank (give a brief description).

- 10.1. Your recommendations (Colonel Level) must be accompanied by the following statistics (provide each level separately and do not change the format):

	With disability (Also state race/gender (e.g. 1 A/M)	A/M	C/M	I/M	W/M	A/F	C/F	I/F	W/F	TOTAL	Number of advertised posts not filled
Before position	(e.g. 1 A/M)										
Candidates recommen ded	(e.g. 1 A/F)										
After position	(e.g. 1 A/M / 1 A/F										

11. Divisional/ Provincial Commissioners/the National Head: DPCI must submit, **before or on 16 August 2019**, representivity reports (up to the level of Lieutenant Colonel) in the same format as set out in paragraph 10.1 above, to the Divisional Commissioner: Human Resource Utilization, for attention the Section Head: Diversity Management, who must certify that representivity has been addressed satisfactory, before such promotions are approved.
- 11.1. Computer-generated lists of names of employees who have been recommended for promotion up to the level of Lieutenant Colonel must, before or on **16 August 2019** be submitted to Head Office for verification. Deputy National/Provincial Commissioners/the National Head: DPCI are requested not to consider / approve the promotions of employees up to the level of Lieutenant Colonel unless the promotions have been verified by Head Office.
- 11.2. Divisional/Provincial Commissioners/the National Head: DPCI should insist on computer-generated lists of names (PERSAP function #2.2.55), which can be supplemented with a list of names of employees against whom investigations are pending / who have criminal convictions or valid disciplinary findings of misconduct while holding their present rank, when they consider the promotion of employees up to the level of Lieutenant Colonel. **In the case of Divisions/Components the Deputy National Commissioner under whose responsibility posts resort must, with due regard to the recommendation of the relevant Divisional Commissioner/Component Head, approve the promotion of employees up to the level of Lieutenant Colonel.**

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- 11.3. To ensure that employees in the different divisions/provinces are treated equally and to ensure one standard in the process, the National Commissioner approved that Divisional/Provincial Commissioners present their recommendations for promotion (not compulsory for the DPCI) to the National Commissioner during the week of **26 to 28 August 2019** (exact date to be confirmed with the National Commissioner), with specific reference to the following:
- Posts not filled;
 - Employees recommended for promotion with convictions/pending cases (both criminally and departmentally); and
 - Representivity.
- 11.4. Deputy National/Provincial Commissioners/the National Head: DPCI must approve (before or on **30 August 2019** and **after presentation to the National Commissioner – excluding the DPCI**) the promotion of employees up to the level of Lieutenant Colonel themselves, with promotion date 1 September 2019. The approval of promotions is conditional and your attention is drawn to National Instruction 3 of 2015, paragraph 4(10). Employees who are promoted must take up their posts before or on 1 October 2019.
- 11.5. Computer-generated lists of the names of employees who have been promoted up to the level of Lieutenant Colonel, must reach the Divisional Commissioner: Personnel Management, before or on **13 September 2019** for implementation (adjustment of ranks/salaries). You must certify that the employees have accepted the posts and are suitable for promotion.
12. Regrettably, not all employees who qualify to be considered for promotion will be promoted on account of the post structure and the large number of employees who do qualify.
13. Employees who have not been contacted by the end of September 2019 should note that they were unsuccessful in their applications for posts (in view of the magnitude of the process, no correspondence will be conducted with unsuccessful candidates).
14. Your support is relied upon to make a success of the process. Divisional/Provincial Commissioners/the National Head: DPCI must ensure that the process is conducted fairly and correctly. An appeal is made that all the necessary steps be taken to ensure that the process is concluded in good time.
15. Distribute to station / unit level. Please affix copies of this letter, marked for the attention of employees, on notice boards.

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E+F.1. For your information.



**DEPUTY NATIONAL COMMISSIONER: ASSET AND LEGAL MANAGEMENT
FN VUMA**

LIEUTENANT GENERAL

Date: 2019-07-04