



**national treasury**

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**TO:**

**ACCOUNTING OFFICER OF NATIONAL BASIC EDUCATION  
PROVINCIAL HEADS OF DEPARTMENTS: EDUCATION  
NATIONAL AND PROVINCIAL CHIEF FINANCIAL OFFICERS  
PROVINCIAL HUMAN RESOURCES UNITS: EDUCATION**

**DIVISION OF REVENUE ACT CIRCULAR: UTILISATION OF FUNDS IN THE DIVISION OF  
REVENUE ACT (DoRA) FOR THE APPOINTMENT OF PERSONNEL IN THE PHYSICAL  
RESOURCES MANAGEMENT UNITS OF THE PROVINCIAL DEPARTMENTS OF  
EDUCATION**

**COMPLIANCE WITH SECTION 13 (2) (a) OF THE 2023 DIVISION OF REVENUE ACT**

**1. PURPOSE**

- 1.1 The purpose of this circular is to provide guidance on the usage of the funding which is provided for within the Education Infrastructure Grant (EIG) for the capacitation of the infrastructure units of the Provincial Department of Education.

**2. CONTEXT**

- 2.1 The circular provides the conditions attached to the utilisation of funding in the Division of Revenue Act [DoRA] for the following:**
- 2.1.1 *Recruitment and appointment* of personnel as public servants in the Physical Resources Management Units of the Provincial Departments of Education [PEDs] through the utilisation of DoRA funding.
- 2.1.2 The *payment of recruitment costs and tools of trade* for the public servants appointed in the Physical Resource Management Unit of the PEDs who meet the prescribed requirements set in the HR Capacitation circular.
- 2.1.3 Institutional arrangements for reporting and monitoring on the capacitation processes which are jointly managed by the National Treasury [NT] and the National Department of Basic Education [DBE] through the Joint DoRA Human Resources [HR] Oversight Committee for the Education Sector.

- 2.1.4 Any deviations pertaining to this circular or any HR related matters are subject to approval by the Department of Public Service and Administration [DPSA]. The circular

elaborates on the risks attached to non-compliance by PEDs and implications on infrastructure service delivery.

- 2.1.5 The circular is applicable as from 1 April 2023. Any revisions made to the circular will be issued by NT.

## TERMINOLOGY, STAKEHOLDERS AND LEGISLATION

### 3. KEY TERMINOLOGY

- 3.1 Table 1 provides definitions for the key terminology used in the circular.

**TABLE 1: Content Meaning of Key Terminology**

TERM	CONTENT MEANING
<b>Capacitation</b>	The ability of the Infrastructure Development and Technical Services Units of PEDs to perform Infrastructure Delivery Management System [IDMS] tasks and produce IDMS outputs, to define and solve problems and make informed decisions as required in terms of the IDMS. Capacitation focuses on organisational and individual levels.
<b>Circular</b>	The circular issued every year by NT to govern the use of funds in DoRA for the capacitation of the infrastructure Units in the PEDs.
<b>Code of Remuneration</b>	Referred to as the CORE in the Public Service Regulations. It regulates remuneration of public servants.
<b>Competence</b>	Refers to a mix of qualifications, professional registration, years of experience, skills, knowledge and attributes to produce a task to a defined standard. The competencies that an employee needs in order to carry out a job.
<b>Function</b>	Logical grouping of actions or activities planned and undertaken in pursuance of Infrastructure Delivery Management System [IDMS] objectives. A function can also be defined as high-level activities that are mandated in terms of the key objectives of an organisational unit.
<b>Functional Structure</b>	A structure where similar or related functional activities are grouped together, without posts, to form components to deliver on particular services.
<b>Joint DoRA HR Oversight Committee for the Education Sector</b>	A committee established by NT and DBE. Chaired by NT. Main role is to monitor progress with implementation of capacitation in the Infrastructure Units of PEDs, review and take decisions on HR submissions by PEDs and provide support with implementation.
<b>Job</b>	The basic duties, tasks, functions, competency requirements and responsibilities according to which one or more posts of the same grade are established.
<b>Job Description</b>	A description of the key responsibilities activities and competence requirements for each job title or occupation. The IDMS Job Descriptions are available on the website of NT.
<b>Job Evaluation</b>	The system that the Public Service uses to determine the salary levels of a Job based on the Equate Job Evaluation System. It is a systematic, fair and consistent means of measuring the relative value/weight of jobs in the departments. Job evaluation measures jobs, not the jobholders or their performance. It also does not measure job loading [volume of work] or determine the job price.

<b>TERM</b>	<b>CONTENT MEANING</b>
	Job evaluation is the responsibility of the relevant PED. There are cases where the National Department of Public Services and Administration [DPSA] has issued generic job evaluation results which all provincial government departments must then implement. These cases are specifically identified in the circular.
<b>Job Title</b>	The title of each post funded in DoRA. In some cases, the job title is similar to an occupation. The standard job titles applicable in the public service are used.
<b>Knowledge</b>	A theoretical and practical understanding of a subject matter.
<b>Occupation</b>	A set of jobs whose main tasks and duties are categorised by a high degree of similarity or skill specialisation.
<b>Organisational Structure</b>	The grouping of identified functions and tasks to be performed by specific organisational units based on organisation design principles. The organisational architecture as depicted on an organogram or position chart. An organisational structure can only be approved by the Executive Authority of the PEDs. A generic functional structure was approved in the Education Sector for the PEDs in terms of IDMS functions to be performed. The organisational structure must include purposes and functions per unit and posts including posts additional to the establishment as approved by the Executive Authority.
<b>Post</b>	A post/job for which financial provision exist in DoRA and the post exists on the approved establishment of the Department as referred to the Public Service Regulations, 2016.
<b>Post Provisioning</b>	The rational allocation of posts created for a post level or occupational class to drive the core mandate of PEDs for performance of IDMS functions.
<b>Salary Scale</b>	A set of salary levels from minimum to a maximum with specific amounts denoted at the beginning and end of the salary ranges or notches within salary ranges.
<b>Years of Experience</b>	Years that a person has worked after he/she has obtained his/her qualification and/or professional registration.

#### 4. KEY STAKEHOLDERS

- 4.1 Table 2 indicates the key stakeholders which should be consulted and communicated with during the recruitment and selection processes. A brief description is provided of the role of each stakeholder.

**TABLE 2: Stakeholders and Roles**

<b>STAKEHOLDER</b>	<b>ROLE</b>
Head of the Physical Resources Management Unit	<ul style="list-style-type: none"> <li>Manager responsible to implement the capacitation process in compliance with DoRA requirements.</li> <li>Prepare the DoRA HR quarterly report in consultation with the Human Resources Management Unit.</li> </ul>
Head of the Human Resources Management Unit	<ul style="list-style-type: none"> <li>Manager responsible to prepare the recruitment policy of the department, drafting and placement of advertisements, manage selection and interview processes and finalise appointment submission and letters.</li> </ul>

STAKEHOLDER	ROLE
	<ul style="list-style-type: none"> <li>Provide correct information in terms of employee details [e.g. PERSAL number, qualifications and professional registration].</li> </ul>
Head of Organisation Design.	<ul style="list-style-type: none"> <li>Manager responsible to design organisational structure, conduct job evaluation and manage creation of posts on PERSAL.</li> </ul>
DBE	<ul style="list-style-type: none"> <li>Determine DoRA conditions.</li> <li>Fulfil monitoring and oversight role.</li> <li>Serve as member on selection and/or interview committees.</li> <li>Member of the Joint DoRA HR Oversight Committee.</li> </ul>
Provincial Treasury [PT] – Chief Director or Director of the Provincial and Local Government Infrastructure Performance Unit	<ul style="list-style-type: none"> <li>Fulfil monitoring and oversight role.</li> <li>Assess provincial HR DoRA quarterly reports</li> <li>Provincial treasuries must be included as observers on all selection and/or interview committees for the DoRA funded posts.</li> </ul>
NT – Chief Director of the Provincial and Local Government Infrastructure Performance Unit	<ul style="list-style-type: none"> <li>Chair the Joint DoRA HR Oversight Committee.</li> <li>Can provide specialised HR support to PEDs.</li> <li>Fulfil monitoring and oversight role.</li> </ul>

## 5. KEY LEGISLATION AND DOCUMENTS

- 5.1 Table 3 provides an indication of relevant legislation and documents which should guide the capacitation process. Managers of PEDs are required to study the legislation and documents.

**TABLE 3: Legislation and Documents**

DOCUMENT	APPLICABILITY
<b>Code of Remuneration</b>	Code of Remuneration of the Public Service – link Job levels, salaries and years of experience. PEDs are not allowed to deviate and/or change any of these requirements.
<b>Collective Bargaining Council Resolution for the Built Environment Occupational Specific Dispensation [OSD]</b>	Determine qualifications, professional registration, years of experience, job titles and salaries for all built environment posts. Determine tasks to be performed. Determine grading of occupations. PEDs are not allowed to deviate and/or change any of these requirements.
<b>Coordinated Job Evaluation Results</b>	Job evaluation conducted by DPSA in consultation with national/provincial departments. In terms of IDMS posts there are three posts that have been job evaluated through a coordinated job evaluation process, namely:

<b>DOCUMENT</b>	<b>APPLICABILITY</b>
	<ul style="list-style-type: none"> <li>Chief Director IDMS Strategic and Technical Advisor.</li> <li>Chief Works Inspector.</li> <li>Works Inspector.</li> </ul> <p>All posts appearing on the approved structure of the Chief Directorate: Physical Resource Management were job evaluated and benchmarked against other Provinces</p>
<b>Departmental Policy on Recruitment, Selection and Appointments</b>	Each PED will have a policy on the rules and procedures applicable to the recruitment, selection and appointment of personnel in the PED aligned to the Public Service Act and Public Service Regulations.
<b>Departmental Policy on Resettlement Costs</b>	Each PED will have a policy on the payment of resettlement costs.
<b>DoRA and DoRA HR Circular</b>	Conditions on how funds for capacitation could be utilised
<b>Guide on Transformation and Restructuring: Human Resources, DPSA, 2006</b>	Restructuring, matching and placement.
<b>HR Delegations</b>	Each PED will have signed HR delegations aligned to the 2014 Directive on Delegations as amended.
<b>IDMS Job Descriptions</b>	The job descriptions were developed by PEDs and DBE in close consultation with DPSA and NT. The IDMS Job Descriptions are available on the website of NT.
<b>Job Advertisements</b>	Prescribed job advertisements that must be used by all PEDs for the DoRA funded posts. The advertisements are available on the website of NT.
<b>Directive on changes to the organisational structures by Departments, 2016</b>	Compliance with the Directive on changes to the organisational structures by Departments.
<b>Provincial IDMS Protocols/Frameworks</b>	Framework approved by the Provincial Executive Councils in each province to agree on how the IDMS will be implemented in the province.
<b>Public Service Act, 1994 [as amended in 2007]</b>	Governs the employment of public servants and allocate responsibilities in terms of organisational structures chapter II, appointments chapter IV and overpayment on remuneration chapter VIII of the of the Public Service Act, 1994 [as amended in 2007]
<b>Public Service Regulations, 2016</b>	Governs organisational structures chapter III, job evaluation chapter IV, advertisement of posts, selection and interview processes chapter IV in terms of regulations 65 to 67 read with regulation 85 of the Public Service Regulations, 2016.

## 6. UNDERLYING RATIONALE FOR PROVISION OF FUNDING IN DoRA

- 6.1 Each province has developed and approved a provincial framework on how the IDMS will be implemented in their respective provinces [approved by the Provincial Executive Committees]. The frameworks, inter alia, clarify the division of IDMS roles between different provincial departments. This process commenced in 2010.
- 6.2 However, the implementation of the Provincial IDMS Frameworks requires appropriate competence in each PED. The lack of appropriate competence increases reliance on the use of consultants [including consultants that can be appointed through support from National Treasury]. Certain IDMS functions should not be outsourced to consultants, for example planning for immovable assets, budgeting, approval of cost/scope variations, oversight over implementing agents, reporting, monitoring and evaluation.
- 6.3 It was therefore agreed that the competence in the Physical Resources Management Units of the PEDs must be matched to the IDMS roles, functions and tasks. The latter was included in Job Descriptions with specific job titles and competence requirements. It must be noted that the job descriptions were developed by PEDs in consultation with the HR units of all PEDs, managers of PEDs responsible for Physical Resource Management Units, DBE, NT and the Department of Public Services and Administration [DPSA].
- 6.4 PEDs cited the lack of funding as the main reason for not making progress with capacitation of their respective infrastructure units. PEDs were then allowed to use conditional grant funding [existing grant funding not additional funding] as provided in DoRA for the appointment of personnel as public servants. The overall objective is to improve the capability of the PEDs to manage its infrastructure portfolio through the development of internal institutional capacity.
- 6.5 The funding provision is for the minimum number of posts to be created and filled in each Province. PEDs must fund any additional posts from own funds except the EIG. The amount that can be used through DoRA funding is based on the prescribed number of posts and job titles. It should be noted that the amount is determined based on the average salary scale [minimum salary level plus maximum salary level of the salary range of each job title or occupation divided by two]
- 6.6 There is no increase in the funding provision for HR Capacitation for the 2023/24 financial year.
- 6.7 PEDs are encouraged to appoint public servants on a permanent basis. The only exceptions are the following:
- **Candidate Architect** – public service contract post [maximum duration of five years]
  - **Candidate Quantity Surveyor** – public service contract post [maximum of five years]
  - **Candidate Construction Project Manager** – public service contract post [maximum of five years]
  - **Candidate Engineer** – public service contract post [maximum of five years]
- 6.8 PEDs are prohibited from extending/renewing the contract or advertising for the post Chief Director: IDMS Strategic and Technical Advisor. This post is no longer funded from the conditional grant and any non-compliance can be recovered from the conditional grant.

## **7. PROCEDURES IN TERMS OF ORGANISATIONAL STRUCTURE AND POSTS**

- 7.1 The organisational structure of the infrastructure unit should be based on the service delivery model of the PEDs, the key functions to be performed by PEDs and the purpose to be achieved with these functions. It is a requirement of the Public Service Regulations that each PED must have an approved organisational structure and post establishment informed by the strategic objectives and service delivery models of the department.
- 7.2 The structure with the post establishment must be approved by the Executive Authority. Department must take note of Regulation 25 (2) (a) (i) of the Public Service Regulation, 2016, which states that the Executive Authority shall determine the department's organisational structure in terms of its core mandate and support functions after consultation with the relevant Premier, the MPSA and the relevant provincial treasury.
- 7.3 The generic functional structure for infrastructure units in PEDs was developed under the leadership of the DBE in consultation with the DPSA and the PEDs. The focus was on the Head Office structures. The generic functional structure was approved by all nine Provinces in November 2011. [Accounting Officers and Members of the Executive Councils – the submission and presentation were made by the DBE]. The infrastructure structures for facility levels must be finalised in line with the decisions taken by the DBE.
- 7.4 The generic functional structure list all the functions required to be performed by a Provincial Head Office: Infrastructure Unit. The functions are grouped into organisational units based on organisation design [OD] principles of logic, nature of functions and service delivery challenges.
- 7.5 It should be noted that all Provinces are supposed to implement the IDMS. Thus all provinces perform the same functions pertaining to the IDMS, develop the same type of plans/documents, fulfil the same oversight roles and fulfil the same reporting roles. PEDs also build the same type of infrastructure based on national norms and standards. The only unique differences are the geographical layout of provinces, the size of provinces and the size of the budgets and how day-to-day/routine maintenance is implemented at health facilities.
- 7.6 Each PED is supposed to develop and approve their organisational structures and post establishment in consultation with the MPA in accordance with Regulation 25 (2)(a)(i) of the Public Service Regulation, 2016 for physical resources management aligned to the generic functional structure but taking into consideration provincial specific challenges. The DoRA posts must be included on the approved structure. Departments can shift posts between components in the Physical Resources branch if the functions have been moved – the OD design principle of 'posts follow functions' must be applied.
- 7.7 The OD design principle of supervisory versus non-supervisory posts must be complied with. For example, a supervisory post cannot be created if there are no personnel reporting to the supervisory post. The OD design principle of equal pay for equal work must be applied.
- 7.8 The departments must adhere to the following conditions for utilising DoRA funding for appointments:
- 7.8.1 Alignment of the organisational structure to the approved generic functional structure for education IDMS.
- 7.8.2 DoRA posts included in the post establishment as permanent posts with the exception of the Candidates posts that are five-year public service contract appointments.

- 7.8.3 Aligned organisational structure and post establishment approved by the relevant Provincial Member of the Executive Council. An approved organisational structure means that the structure has been signed by the Provincial Member of the Executive Council, also referred to as the Executive Authority. In terms of the Public Service Regulations, 2016 the Executive Authority is responsible to develop an effective internal organisation. In terms of the Public Service Regulations, 2016 the Executive Authority is responsible to define the posts required to perform the functions.

## 8. DoRA FUNDED POSTS

- 8.1 Table 4 below provides a summary of the posts funded in DoRA. Table 4 will be updated on an annual basis and issued by NT. The financial limit is as follows:
- 2012/2013 financial year – R 10 million.
  - 2013/2014 financial year – R 16 million.
  - 2014/2015 financial year – R 29 million.
  - 2015/2016 financial year – R 39.7 million.
  - 2016/2017 financial year – R 42.1 million.
  - 2017/2018 financial year – R 45 million.
  - 2018/2019 financial year – R 48.3million.
  - 2019/2020 financial year – R 48.3 million.
  - 2020/2021 financial year – R 48.3 million.
  - 2021/2022 financial year – R48.3million.
  - 2022/2023 financial year – R52.9 million.
  - 2023/2024 financial year – **R52.9 million (inclusive of R4.5 million for recruitment and related costs which are explained in the circular).**
- 8.2 The average budgeted salary for Chief Built Environment Posts includes Grades A and B. All appointments must be on Grade A given that Grade B is a promotional post.
- 8.2.1 Candidates can only be appointed in the Unit: Infrastructure Delivery Programme Management on the following **conditions**:
- A professional registered person must already be in the full-time employment of the Unit: Infrastructure Programme Management to act as the mentor of the candidate [appointed in a Chief Post which must be the same professional discipline of the candidate to be appointed];
  - The job description of the Chief Built Environment posts must be amended to include mentoring of candidates as one of the key responsibility areas;
  - There must be a letter issued by the DBE to the Chief Built Environment Professional to clearly state that he/she has been appointed as the mentor [supervisor] of the candidate;
  - The appointed mentor [supervisor] must also prepare in consultation with the relevant Professional Council, an appropriate and professionally acceptable training programme for the candidate and this programme must be submitted to the Joint DoRA HR Oversight Committee for the education sector for approval and monitoring purposes;
  - The candidates must be appointed on public service contracts for a maximum period of five years
  - Candidates must already be registered as candidates with the relevant Professional Council before appointment letters are issued. Candidates must be mentored to be registered within the five-year period.



- 8.2.2 Progress reports on the registration of the candidate must be submitted to National Department of Health as well as National Treasury by the Mentor as well as progress made against the approved training programme. If there is not adequate progress being made by the candidate towards professional registration, the PED will be instructed to terminate the contract appointments of candidates before the end of the five-year contract period;
- 8.2.3 The progress report must, as a minimum, include a copy of the professional logbook [track record of work performed to illustrate portfolio of evidence] of the candidate and proof of at least three meetings that took place between the candidate and the mentor during the year. PEDs will not be allowed to continue to use DoRA funding for the candidate posts where post incumbents are not making adequate progress towards professional registration;

**TABLE 4: Posts funded in DoRA**

No	Job/Occupation Title	Number
1	Chief Director: Physical Resources Management	1
<b>Unit: Physical Resources Planning and Property Management</b>		
3	Director: Physical Resources Planning	1
4	Architect	1
5	Quantity Surveyor	1
6	Chief Electrical or Chief Mechanical Engineer	1
7	Electrical Engineer	1
8	Mechanical Engineer	1
9	Chief Civil/Structural Engineer	1
10	Chief Town and Regional Planner	1
11	Town and Regional Planner	1
12	Chief Education Specialist	1
13	Deputy Chief Education Specialist [Districts or Head Office- each Province decide]	5
14	Deputy Director : Properties	1
15	Assistant Director : Properties	2
16	GIS Technician	1
<b>Unit: Infrastructure Delivery Management</b>		
17	Director: Infrastructure Delivery Management	1
18	Deputy Director: Finance	1
19	Assistant Director: Finance	1
20	Chief Engineer	1
21	Engineer or Deputy Director: Infrastructure Project/Programme Management	2
22	Chief Architect	2
23	Architect	2
24	Chief Quantity Surveyor	2
25	Quantity Surveyor	2
26	Control Works Inspectors [Districts or Head Office – each Province decide]	5
27	Chief Works Inspectors [Districts]	5
28	Works Inspectors [Districts] [can increase to 36 based on conditions stated in paragraph 8.2.3]	18

- 8.3 It is important to note the following in terms of the post provisioning in the Unit: Infrastructure Delivery Programme Management – Chief Architect , Chief Quantity Surveyor, Chief Construction Project Management and Chief Engineering Posts. [Including the corresponding production level posts];
- 8.4 Funding is provided for five posts however, PEDs can decide on the type of occupation to be created and appointed. For example, it can be five Chief Architect posts however, the occupation created on the approved organisational structure as well as the post numbers must be the same as the posts advertised. For example, the approved structure cannot reflect two Chief Architect posts, One Chief Engineer post and Two Chief Quantity Surveyor posts and then the department advertise five Chief Architects posts.

## **PROCEDURE IN TERMS OF RECRUITMENT, SELECTION AND APPOINTMENT PROCESSES**

### **9. RECRUITMENT OF PERSONNEL**

- 9.1 PEDs have departmental recruitment policies that should be followed for the advertisement of posts in the Physical Resources Management Units.
- 9.2 The following are specific requirements in terms of the DoRA funding:**
- 9.2.1 Departments must comply with the Public Service Act, 1994 [as amended in 2007], the Public Service Regulations, 2016 and any directive issued in terms of a collective bargaining agreement or other directives as issued by DPSA in terms of advertisement of the posts.
- 9.2.2 Departments must comply with the conditions stated in this circular.
- 9.2.3 Chapter IV [Sections 10 and 11] of the Public Service Act, 1994 [as amended in 2007] prescribes that recruitment processes must be open, transparent and based on the democratic values of the Constitution. This principle must be adhered to in terms of the advertisement process. Chapter IV s 10(a) stipulates that , in filling of posts, regard shall be had to equity and other democratic values and principles enshrined in the Constitution.
- 9.2.4 Regulation 65 (1) of the PSR, 2016 states that an EA shall ensure that vacant posts in the department are advertised, as efficiently and effectively as possible, to reach the entire pool of potential applicants, including designated groups. Regulation 65 (1) requires that a vacant post in the SMS shall be advertised nationwide. Regulation 65 (5) further states that when advertising outside the department, the department shall also advertise in the public service vacancy circular issued by the DPSA. *All the Built Environment posts funded through DoRA must be advertised nationwide [outside the public service].*
- 9.2.5 PEDs can obtain approval for head hunting from the relevant Accounting Officer and/or Member of the Executive Council but only after there is proof that the posts were advertised in the media and that the department was not able to attract the required competence.
- 9.2.6 DoRA funded posts can be filled without advertisement through a horizontal transfer but it must be done in line with Section 14 of the Public Service Act, 1994 [as amended in 2007]. The post incumbent to be transferred meets the IDMS competence requirements in terms of qualifications, years of experience and professional registration [if applicable].

- 9.2.7 The job titles or occupations being advertised must correspond with the job titles or occupations on the approved organisational structure [including the number of posts being advertised]. The standard IDMS Job Advertisements must be used by all PEDs [Available on website of NT website]. The only changes allowed are provincial specific information pertaining to the posts in terms of work place and number of posts.
- 9.2.8 Regulation 65 (7) of the PSR, 2016 which reads as follows: “A funded vacant post shall be advertised within six months after being vacant and be filled within twelve months after becoming vacant.”
- 9.2.9 DoRA funding can be utilised to pay for advertisements placed in the media.
- 9.2.10 DoRA funding cannot be utilised to pay for recruitment agencies.
- 9.2.11 If a PED advertised a post, but no shortlisting or interviews have taken place within six months after the post was advertised, the costs for the advertisement can be recovered from the PED through a reduction in the next year’s Education Infrastructure Grant allocation. In such cases, PEDs will also not be allowed to utilise any future DoRA funding to re-advertise any such posts for which no progress was made with shortlisting and/or interviews within the prescribed timeframes.
- 9.2.12 The funding is for the appointment of public servants. Funding cannot be used for the appointment of Consultants.

## **10. SELECTION AND INTERVIEW PROCESSES**

- 10.1 PEDs have departmental selection and interview policies that should be followed for the selection and interview processes of personnel in the Physical Resource Management Unit.
- 10.2 The following are specific requirements in terms of the DoRA funding:**
- 10.2.1 Departments must comply with the Public Service Act, 1994 [as amended], the Public Service Regulations, 2016 and any directive issued in terms of a collective bargaining agreement or other directives as issued by the DPSA in terms of selection and interview processes.
- 10.2.2 A selection committee must be appointed Regulation 67(1) of the Public Service Regulation, 2016 reads as follows: “An executive authority shall appoint a selection committee to make a recommendation on the appointment to a post. The selection committee shall consist of at least three members who are employees of a grade equal to or higher than the grade of the post to be filled or suitable persons from outside the public service.” As regards the chairperson of the selection committee the wording in regulation 67 (1) (a) of the Public Service Regulation, 2016 indicate that the chairperson of the selection committee shall be an employee of a grade higher than the post to be filled.
- 10.2.3 PEDs are encouraged to include DBE on the selection committees. Provincial Treasuries cannot serve on selection committees.
- 10.2.4 The selection criteria must as a minimum, include the following:
- Qualification as per the advertisement.
  - Professional registration as per the advertisement [if applicable].
  - Years of experience as per the advertisement.
  - Valid driver’s licence.
- 10.2.5 All applicants that comply with the selection criteria must be shortlisted.

- 10.2.6 There must be written minutes that record the decisions taken during the shortlisting process.
- 10.2.7 Shortlisting must be completed within three months after the closure of the advertisement of the post.
- 10.2.8 Any costs related to the meetings of the shortlisting committee cannot be funded from DoRA.
- 10.2.9 An interview committee must be appointed, and the interview committee shall consist of at least three members who are employees of a grade equal to or higher than the grade of the post to be filled or suitable persons from outside the public service. As regards the chairperson of the selection committee the wording in regulation 67 (1) (a) of the Public Service Regulation, 2016 indicate that the chairperson of the selection committee shall be an employee of a grade higher than the post to be filled.
- 10.2.10 PEDs may include DBE on the interview committees. Provincial Treasuries cannot serve on interview committees.
- 10.2.11 Interview questions must relate to the approved IDMS job description for a particular post. There must be written minutes that reflect the rating and decisions taken during the interview process.
- 10.2.12 Costs for interview venues and payment of travel costs of persons being interviewed can be funded from DoRA.
- 10.2.13 Costs pertaining to travel arrangements and accommodation of interview committee members cannot be funded from DoRA.

## **11. APPOINTMENTS**

- 11.1 PEDs have appointment policies that should be followed for the appointment of personnel in the Physical Resources Management Units.
- 11.2 **The following are specific requirements in terms of the DoRA funding:**
  - 11.2.1 Departments must comply with the Public Service Act, 1994 [as amended], the Public Service Regulations, 2016 and any directive issued in terms of a collective bargaining agreement or other directives issued by the DPSA in terms of remuneration scales, circulars pertaining to personal notches and appointment letters.
  - 11.2.2 The recommended post incumbents must comply with the basic competence requirements i.e. qualifications, professional registration and years of experience. These requirements are indicated in the IDMS job descriptions that were approved by the respective National Sector Departments and the DPSA. It is also summarised in Table 6 of the circular. It must be noted that the requirements are also in line with any prescribed requirements in terms of the Code of Remuneration [CORE] of the public service and the OSD dispensation for Built Environment posts. The public service regulations specifically place the responsibility on the Accounting Officer to comply with adherence to collective agreements and the statutory obligations in terms of appointments and remuneration.
  - 11.2.3 In terms of the built environment OSD, there cannot be differences in the grades as these are prescribed through the Collective Bargaining Council Resolution. There are two levels, namely:

- Production Level: Grade A, B and C. The grade and salary level are determined based on years of experience post registration. To qualify for appointment, the post incumbent needs a minimum of three years' experience post qualification but the salary notch is determined based on years of experience post registration. The post incumbent must also have the required tertiary qualification and registration as a Professional with the relevant built environment council.
  - Supervisory Level: Grade A. The salary level is determined based on expertise. To qualify for appointment, the post incumbent needs a minimum of six years' experience post qualification. The post incumbent must also have the required tertiary qualification and registration as a Professional with the relevant Built Environment Council.
- 11.2.4 The qualifications must be validated against the minimum tertiary requirements which are clearly stated in Table 6. It should be noted that a B Tech is equivalent to a Degree.  
*A Diploma is not equivalent to a Degree or a B Tech.*
- 11.2.5 Professional registration is only applicable to the OSD posts. The registration must be validated on the relevant professional council. It is important to note the type of registration required for a specific post. The required professional registration is clearly stated for each post in Table 6.
- 11.2.6 The relevant professional council for the Built Environment posts in terms of each type of occupation is summarised in Table 5.
- 11.2.7 Funding for capacitation of the Provincial Physical Resources Management Units as provided in DoRA will not be transferred by DBE to PEDs that fail to comply with the conditions and requirements as stated in this circular or any specific condition or requirement stated in DoRA, for example the submission of quarterly Human Resources [HR] DoRA Reports.
- 11.2.8 As from 1 April 2015, the amounts for any cases where PEDs deviated from the competence requirements stated in the circular can be recovered from the province by DBE in terms of a reduction of the Education Infrastructure Grant funding for the next year. These cases have been and will continue to be reported to provinces by NT and DBE in terms of the HR DoRA quarterly analysis reports. If PEDs continue to use DoRA funding to pay the salaries of such cases, the right of a PED to use any DoRA funding for capacitation can be withdrawn by NT and DBE.
- 11.2.9 DoRA funding can be utilised to pay for performance bonuses of all personnel appointed through DoRA funding subject to departmental policies on remuneration matters.
- 11.2.10 PEDs are not allowed to transfer the DoRA funds to any other government department and/or implementing agent to appoint personnel on their behalf. However, PEDs can allow DBE to use the funds for recruitment costs being incurred by DBE if such a request is submitted by a PED to DBE. [Letter of approval should be signed by the relevant Accounting Officer of a PED].

**TABLE 5: Professional Councils**

Occupation	Council Name	Council Website Address
Chief Engineer: Professional Engineer Engineer: Professional Engineer	Engineering Council of South Africa [ECSA]	<a href="http://www.ecsa.co.za">www.ecsa.co.za</a>

Occupation	Council Name	Council Website Address
Chief Architect: Professional Architect Architect: Professional Architect	South African Council for Architectural Profession [SACAP]	<a href="http://www.sacapsa.com">www.sacapsa.com</a>
Chief Quantity Surveyor: Professional Quantity Surveyor Quantity Surveyor: Professional Quantity Surveyor	South African Council for the Quantity Surveying Profession [SACQSP]	<a href="http://www.sacqsp.org.za">www.sacqsp.org.za</a>
GIS Technician: Professional GIS Technician	South African Geomatics Council [SAGC]	<a href="http://www.sagc.org.za">www.sagc.org.za</a>
Chief Town Planner: Professional Town Planner Town Planner: Professional Town Planner	South African Council for Planners [SACPLAN]	<a href="http://www.sacplan.org.za">www.sacplan.org.za</a>

**TABLE 6: Competence Requirements per Job Description**

Job/Occupation Title	Minimum Tertiary Requirement	Professional Registration	Years of Experience
<b>Chief Director: Physical Resources Management</b>	Degree in Built Environment or Post Graduate in Management	Not Applicable	8 – 10 Years' experience post qualification 5 Years' senior management experience
<b>Unit: Physical Resources Planning</b>			
Director: Physical Resources Planning	Director: Degree in Built Environment and/or Post Graduate in Management Deputy Director: Degree in Built Environment and/or Degree in Management. In both cases the Degree in Built Environment is the preferred qualification and must receive preference	Not Applicable	Director: 6 – 8 Years' experience post qualification 5 years' experience as middle manager Deputy Director: 3 – 5 Years' experience post qualification
Architect	Degree in Architecture	Registered as a Professional Architect with SACAP	3 Years' experience post qualification
Quantity Surveyor	Degree in Quantity Surveying	Registered as Professional Quantity Surveyor with SACQSP	3 Years' experience post qualification

## HR Capacitation Circular for Infrastructure Units of Provincial Education Departments: 2023

<b>Job/Occupation Title</b>	<b>Minimum Tertiary Requirement</b>	<b>Professional Registration</b>	<b>Years of Experience</b>
Chief Electrical or Mechanical Engineer	Degree in Engineering	Registered as Professional Engineer with ECSA [Electrical Engineer or Mechanical Engineer]	6 Years' experience post qualification
Electrical Engineer	Degree in Engineering	Registered as Professional Engineer with ECSA [Electrical Engineer]	3 Years' experience post qualification
Mechanical Engineer	Degree in Engineering	Registered as Professional Engineer with ECSA [Mechanical Engineer]	3 Years' experience post qualification
Chief Civil/Structural Engineer	Degree in Engineering	Registered as Professional Engineer with ECSA [Civil/Structural]	6 Years' experience post qualification
Chief Town and Regional Planner	Degree in Town and Regional Planning	Registered as Built Environment Professional: Town and Regional Planner with SACPLAN	6 Years' experience post qualification
Town and Regional Planner	Degree in Town and Regional Planning	Registered as Built Environment Professional: Town and Regional Planner with SACPLAN	3 Years' experience post qualification
Chief Education Specialist	B Degree in Education	Registered as Teacher	6 Years' experience post qualification
Education Specialist [Districts]	B Degree in Education	Registered as Teacher	3 Years' experience post qualification
Deputy Director : Properties	Relevant B Degree	Not Applicable	5 Years' experience post qualification
GIS Technician	Diploma in GIS or equivalent qualification	Registered as GIS Professional Technician with SAGC	3 Years' experience post qualification
Assistant Director : Properties	Relevant Diploma	Not Applicable.	3 Years' experience post qualification
<b>Unit: Infrastructure Delivery Programme Management</b>			

<b>Job/Occupation Title</b>	<b>Minimum Tertiary Requirement</b>	<b>Professional Registration</b>	<b>Years of Experience</b>
Director: Infrastructure Delivery Programme Management	Degree in Built Environment	Not Applicable	Director: 6 – 8 Years' experience post qualification 5 years' experience as middle manager Deputy Director: 5 Years' experience post qualification
Deputy Director: Finance	Degree in Finance, Economics, Accounting or Commerce	Not Applicable	3 – 5 Years' experience post qualification
Assistant Director: Finance	Diploma in Finance, Economics, Accounting or Commerce	Not Applicable	3 Years' experience post qualification
Chief Engineer	Degree in Engineering	Registered as Professional Engineer with ECSA [Civil/Structural]	6 Years' experience post qualification
Engineer	Degree in Engineering	Registered as Professional Engineer with ECSA [Civil/Structural]	3 Years' experience post qualification
Chief Architect	Degree in Architecture	Registered as Professional Architect with SACAP	6 Year's post qualification experience
Architect	Degree in Architecture	Registered as Professional Architect with SACAP	3 Year's post qualification experience
Chief Quantity Surveyor	Degree in Quantity Surveying	Registered as Professional Quantity Surveyor with SACQSP	6 Years' experience post qualification
Quantity Surveyor	Degree in Quantity Surveying	Registered as Professional Quantity Surveyor with SACQSP	3 Years' experience post qualification
Control Works Inspectors [Districts or Head Office]	Diploma in Building, Mechanical or Electrical or Equivalent or N3 with passed trade test or National Diploma in Engineering	Not Applicable	5 Years' experience post qualification experience



<b>Job/Occupation Title</b>	<b>Minimum Tertiary Requirement</b>	<b>Professional Registration</b>	<b>Years of Experience</b>
Chief Works Inspectors [Districts]	Diploma in Building, Mechanical or Electrical or Equivalent or N3 with passed trade test or National Diploma in Engineering	Not Applicable	3 Years' experience post qualification experience
Works Inspectors [Districts]	Diploma in Building, Mechanical or Electrical or Equivalent or N3 with passed trade test or National Diploma in Engineering	Not Applicable	1 Years' experience post qualification experience

## 12. INSTITUTIONAL ARRANGEMENTS

12.1 A Joint DoRA HR Oversight Committee has been established. The committee includes representatives for NT, DPSS and DBE with a minimum of two representatives per institution. The committee is jointly chaired by NT and DBE. The committee fulfils the following roles:

- 12.1.1 Issue any directives in terms of the funding of the infrastructure posts in DoRA.
- 12.1.2 Review the quarterly HR DoRA reports submitted by PEDs as required in terms of DoRA [to be submitted on the Infrastructure Reporting Model (IRM) within 22 days after the end of each quarter].
- 12.1.3 Monitor progress made by PEDs with capacitation of the infrastructure units through regular provincial visits and presentations to senior managers, Heads of Departments and Members of the Executive Councils.
- 12.1.5 Support PEDs to implement the capacitation programme.
- 12.1.5 Oversee the implementation of central recruitment processes, where required.
- 12.1.6 Design and implement a community of practice programme [mentorship programme] for built environment professionals in terms of knowledge and skills on how to deal with specific work and governance issues experienced by the professionals.
- 12.1.7 Manage induction processes for newly appointed personnel in terms of the IDMS on request from a province.

## 13. RISKS

- 13.1 The successful implementation of the IDMS capacitation implies that a number of key high-level assumptions are met. The possibility that some of these assumptions may not be

realised gives rise to significant implementation risks. It is important that these risks be effectively managed and at an appropriate level.

- 13.2 Table 7 includes some of the key risks, consequences if these risks occur on service delivery and compliance and proposed mitigation strategies:

**TABLE 7: Risks**

<b>Key risk and Consequences</b>	<b>Mitigation strategy</b>
<p><b><u>Risk:</u></b></p> <p>PEDs not finalising and approving their organisational structures aligned to the generic functional structure.</p> <p><b><u>Consequence:</u></b></p> <ul style="list-style-type: none"> <li>▪ PEDs will not be able to deliver quality education services due to lack in the provision and maintenance of schools.</li> <li>▪ PEDs will not be allowed to use any DoRA funds for posts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular review of progress made by PEDs by the Joint DoRA HR Oversight Committee.</li> <li>▪ Progress reports to the Education HedCom Meeting.</li> <li>▪ Progress reports to the Technical Committee on Finance.</li> <li>▪ HR support to be provided to PEDs to finalise the submissions.</li> </ul>
<p><b><u>Risk:</u></b></p> <p>Delayed/slow implementation of new structures by PEDs for example posts advertised but not filled.</p> <p><b><u>Consequence:</u></b></p> <ul style="list-style-type: none"> <li>▪ It will impact negatively on PEDs assessments for the allocation of the performance based incentive grants.</li> <li>▪ PEDs will not be able to deliver quality education services due to lack in the provision and maintenance of schools.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop and implement detailed HR implementation plan by each PED. Plan to be submitted to Joint DoRA HR Oversight Committee.</li> <li>▪ Monitor dedicated effort and commitment by all stakeholders.</li> <li>▪ Review on quarterly basis of the HR DoRA reports.</li> <li>▪ Offer central recruitment processes if required.</li> </ul>
<p><b><u>Risk:</u></b></p> <p>PEDs appoint personnel that do not comply with competence requirements.</p> <p><b><u>Consequence:</u></b></p> <ul style="list-style-type: none"> <li>▪ PEDs will not be able to deliver quality education services due to lack in the provision and maintenance of schools.</li> <li>▪ Funding for posts will be withdrawn by NT and DBE.</li> <li>▪ Transfers made will be recovered from the education grant.</li> </ul>	<ul style="list-style-type: none"> <li>▪ PEDs to consult the Joint DoRA HR Oversight Committee before appointments are made.</li> </ul>
<p><b><u>Risk:</u></b></p> <p>Inability to recruit built environment professionals.</p> <p><b><u>Consequence:</u></b></p>	<ul style="list-style-type: none"> <li>▪ Central recruitment process.</li> </ul>

Key risk and Consequences	Mitigation strategy
<ul style="list-style-type: none"> <li>PEDs will not be able to deliver quality education services due to lack in the provision and maintenance of schools.</li> </ul>	
<p><b><u>Risk:</u></b> Inability to retain built environment professionals due to work environments.</p> <p><b><u>Consequence:</u></b></p> <ul style="list-style-type: none"> <li>PEDs will not be able to deliver quality education services due to lack in the provision and maintenance of schools.</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of Community of Practice [mentorship] by Joint DoRA HR Oversight Committee.</li> <li>Regular interaction with professionals.</li> <li>Facilitation of transfers within education sector where work environments are not conducive.</li> <li>IDMS induction course presented two months after appointments have been made.</li> <li>Leadership training to Senior Managers in the Infrastructure Units.</li> </ul>
<p><b><u>Risk:</u></b> Resistance to “System change”</p> <p><b><u>Consequence:</u></b></p> <ul style="list-style-type: none"> <li>PEDs will not be able to deliver quality education services due to lack in the provision and maintenance of schools.</li> </ul>	<ul style="list-style-type: none"> <li>In this regard it is crucial that the entire process is understood, owned, overseen and driven by the Heads of the Physical Resources Management Units.</li> <li>These Heads need to understand the model and must be appropriately qualified in terms of the IDMS competence requirements.</li> <li>Heads of Departments and Members of the Executive Councils also need to understand and support the process.</li> <li>Regular meetings and presentation of the senior managers and political role players will be implemented by DBE.</li> <li>Transition plans to be developed by PEDs.</li> </ul>

## 14. USE OF DoRA FUNDING FOR COSTS PERTAINING TO RECRUITMENT AND MOVABLE ASSETS

14.1 A maximum of 10% is included to the amount available in DoRA for the funding of the posts which can only be used for the following purposes:

### 14.1.1 Recruitment and Resettlement Costs

14.1.1.1 Payment of advertisements subject to conditions stated in this circular.

14.1.1.2 Payment of resettlement costs subject to the department’s resettlement policy

14.1.1.3 Payment of costs pertaining to a venue for interviews and/or travel costs of persons to be interviewed in line with the provincial departmental recruitment policy in line with the conditions stated in this circular.

### 14.1.2 Computers, Software Costs and Office Furniture

14.1.2.1 The procurement of computers, software and printers are applicable to all DoRA funded posts subject to post incumbents meeting prescribed qualifications and experience requirements set in the circular.

- 14.1.2.2 The maximum amount to be spent per post incumbent for computer, printer and software should be guided by existing policies within the department.
- 14.1.2.3 The type of software being procured must relate to the key result areas in the Job Description of the post incumbent.
- 14.1.2.4 The procurement of office furniture may only be considered for newly appointed DoRA funded post incumbents who meet all the requirements of the posts as outlined in the HR Capacitation Circular.
- 14.1.2.5 In instances where procurement of furniture is undertaken, a narrative report with the following details must accompany the quarterly HR report of that specific quarter in which procurement was undertaken:
- List of items procured,
  - Costs incurred.
  - Details of incumbent/s procured for,
  - Confirmation by the CFO that indeed there were no other alternative funds for consideration except DoRA funds.
- 14.1.2.6 Non-compliance with the requirements above will result in the automatic reduction of the EIG to the value of the amount utilised. The deducted amount will be transferred to increase the unallocated portion of the performance-based incentive for 2024. It is therefore advisable for provinces to consult for further guidance where necessary prior incurring expenditure.
- 14.1.3 Travel and subsistence allowance**
- 14.1.3.1 The payment of Subsistence and Travel allowance may only be considered for officials within the infrastructure unit who meet all the requirements of the posts as outlined in the HR Capacitation for the purposes of visiting projects and facilities on site.
- 14.1.3.2 The applicable rates for Subsistence and Travel allowances should be governed by the existing policies of the department.
- 14.1.3.3 In instances where Subsistence and Travel allowance was undertaken, a narrative report with the following details must accompany the quarterly HR report of that specific quarter in which procurement was undertaken:
- List of employees benefitting from allowance for the quarter under review
  - Value of the allowance by employee
  - Nature of the task undertaken necessitating Subsistence and Travel claim (e.g. site visit). In instances wherein site visits were conducted, the department must list the projects visited and should make the necessary updates in the PMIS and IRM,
  - Confirmation- by the CFO that indeed there were no other alternative funds for consideration except DoRA funds.
- 14.1.3.4 Non-compliance with the requirements above will result in the automatic reduction of the EIG to the value of the amount utilised. The deducted amount will be transferred to increase the unallocated portion of the performance-based incentive for 2024. It is therefore advisable for provinces to consult for further guidance where necessary prior incurring expenditure.

**14.1.3.5 DoRA funding cannot be used for the following expenses:**

- 14.1.3.5.1 Offices [rental or refurbishment or renovations or upgrading]
- 14.1.3.5.2 Cell phones and/or landline telephone costs
- 14.1.3.5.3 Internet cards or internet connections or airtime costs for computers
- 14.1.3.5.4 Vehicles
- 14.1.3.5.5 Or any other purpose not provided for in terms of the circular.

**15. APPLICABILITY**

This circular is applicable to all provincial departments of education. Non-compliance to specifications of this circular, with respect to appointments, will be referred to DPSA.

**16. EFFECTIVE DATE**

The procedures contained in this circular takes effect from 1 April 2023 and must be adhered to by all Accounting Officers.

**17. CONTACT PERSON**

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**Approved:**



**MALIJENG NGQALENI**  
**DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL RELATIONS**  
**DATE: 20 JUNE 2023**

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