



# correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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## INTERNAL MEMO


DATE:	20 January 2014	REF:	5/4/2
FROM:	Y Naidoo	E-MAIL:	teddy.naidoo@dcs.gov.za

SUBJECT:	REQUEST TO ACCESS RECORDS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA), NO 2 OF 2000: SOUTH AFRICAN HISTORY ARCHIVE (SAHA)
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DIRECTOR: INFORMATION MANAGEMENT

1. Your memorandum under reference 4/4/6/1/1 dated 16 January 2014 refers.
2. The time-frames for the filling of vacancies are not prescribed in the recruitment policy of the Department. The Department is however guided by the provisions of the Public Service Regulations: Chapter 1 Part VII, a copy of which is hereby attached for ease of reference.
3. Submitted for your information and further handling, please.

  
**D T CHILOANE** 21/01/2014  
 ACTING DIRECTOR: HR ADMINISTRATION AND UTILIZATION

South Africa History Archive (SAHA) Freedom of Information Programme Records Released Under PAIA  <b>2014 -02- 20</b> PAIA Request No: SAH/2015/005 0002 Receiving Officer: E. V. ZANTEN Signature: 
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**C. RECRUITMENT**

**C.1 Determination of requirements for employment**

C.1.1 An executing authority shall determine composite requirements for employment in any post on the basis of the inherent requirements of the job.

C.1.2 An executing authority shall-

- (a) record the inherent requirements of a job;
- (b) ensure that the requirements for employment do not discriminate against persons historically disadvantaged; and
- (c) comply with any statutory requirement for the appointment of employees.

**C.1A Time frames for filling funded vacant posts**

C.1A.1 All funded posts vacant on 30 June 2007 shall be advertised and filled not later than 30 June 2008.

C.1A.2 A funded vacant post, other than a post referred to in regulation C.1A.1, shall be advertised within six months after becoming vacant and be filled within 12 months after becoming vacant.

C.1A.3 If a department does not comply with regulation 1/VII/C.1A.1 or 1/VII/C.1A.2, the reasons for the non-compliance shall be recorded in writing.

*[Regulation C.1A as inserted by Government Notice No. R,111 of 8 February 2008 with effect from 8 February 2008]*

**C.2 Advertising**

C.2.1 An executing authority shall ensure that vacant posts in the department are so advertised as to reach, as efficiently and effectively as possible, the entire pool of potential applicants, especially persons historically disadvantaged.

C.2.2 An advertisement for a post shall specify the inherent requirements of the job, the job title and core functions.

C.2.3 Any vacant post in the SMS shall be advertised nationwide.

C.2.4 An executing authority shall advertise any other vacant post within the department as a minimum, but may also advertise such post-

- (a) elsewhere in the public service; or
- (b) outside the public service either nationwide or locally.

C.2.5 An executing authority may fill a vacant post without complying with regulations VII C.2.3 and C.2.4 if-

- (a) the department can fill the post from the ranks of supernumerary staff of equal grading;

(4)