

No. 7 Government Boulevard
Building No. 4
Riverside Park Extension 2
Nelspruit
1201



Private Bag X 11205
Nelspruit
1200
Tel: (013) 766 4385
Fax: (013) 766 4606.
E-mail : esmariem@mpg.gov.za

Department of Finance

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries : Mrs E Maré
Tel : 013-7664385

PROVINCIAL TREASURY CIRCULAR 9 OF 2009

TO:

**ACTING DIRECTOR-GENERAL
HEADS OF DEPARTMENTS**

PERSAL SYSTEM UPDATE: HR CONNECT PROJECT

The Department of Public Service and Administration (DPSA) has launched the HR Connect Project and previously rolled it out to 27 National Departments. In this second phase, 47 provincial departments have been earmarked to take part in this project that aims to update the baseline data of government.

The key objectives of the HR Connect Project are:

1. To give departments the ability to identify their skills capacity by conducting a comprehensive skills audit;
2. To centralise the management of Human Capital by means of a web-based HR Connect Management Information System (HRIS) that will manage and report on the development of Human Capital within the department, and more broadly, within the Public Service;
3. To enable your department to manage its employees' competence profiles on the centralised HRIS and generate department specific reports such as your Workplace Skills Plan, your Annual Training Report, a Qualification Verification Report, and the relevant sections of the department's HR Planning Report;

4. To generate comprehensive Personal Competence Profiles, based on individually sourced data, for each employee in your department;
5. To compile job profiles for all jobs within your department, and to ensure that these jobs, their corresponding posts, and the incumbents in these posts, are all correctly represented on your organisation structure;
6. To ensure that departments align their HR Processes with the HR Connect Process.

The organisational structure and codes will be drawn from the Persal System.

At the Introductory Workshop of HR Connect in Pretoria from 18 - 20 November 2009, the DPSA, in conjunction with IT Aware, instructed specific Departments in the Province to attend to the following before **30 November 2009**:

1. Implement approved organograms on the Persal System
2. Abolish all dormant structure elements
3. Update table 824 on the Persal system with correct job titles
4. Map specific job titles to Public Service job titles (supplied at workshop)
5. Make sure top management is informed and kept updated of progress
6. Signed contract handed in
7. Identify outstanding issues and challenges
8. Project plan of Department.

The following Departments have been identified for this exercise:

1. Department of Finance
2. Office of the Premier
3. Department of Social Development
4. Department of Health
5. Department of Human Settlement
6. Department of Co-operative Governance and Traditional Affairs
7. Department of Community Safety, Security and Liaison

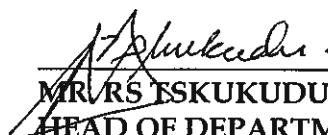
The other Provincial Departments will be included at a later stage.

Every Department has a project team to drive the process. If the DPSA deadlines are not met the applicable department will be responsible for the costs involved to print the survey forms.

An important Persal meeting for the Persal Managers and Controllers in every Department will be held on Thursday, 3 December 2009 to discuss the way forward.

Your cooperation is appreciated.

Regards



MR/RS ISKUKUDU
HEAD OF DEPARTMENT
DATE: 24/11/2009.