



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DELEGATIONS IN TERMS OF PUBLIC SERVICE ACT 1994 AS AMENDED AND PUBLIC SERVICE REGULATIONS 2001, AS AMENDED

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

DELEGATIONS IN TERMS OF THE PUBLIC SERVICE ACT 1994, AS AMENDED - PART B APPENDIX A

AND

DELEGATIONS IN TERMS OF THE PUBLIC SERVICE REGULATIONS 2001, AS AMENDED - PART B APPENDIX B

DIRECTOR-GENERAL TO OTHER PERFORMER LEVELS

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director-General – DHET)

PART B: DIRECTOR GENERAL DELEGATIONS TO PERFORMER LEVELS FOR PUBLIC MANAGEMENT AND ADMINISTRATION

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

In accordance with the powers vested in me by Section 42A subsection 5 of;

- (a) the Public Service Act, Act 103 of 1994, as amended by Act 30 of 2007, as set out in Appendix A; and
- (b) the Public Service Regulations, 2001, promulgated in terms of Section 41 of the said Act, as set out in Appendix B;

I, Mr. GF Qonde, Head of Department in the post of Director-General of the Department of Higher Education and Training, delegate and authorise the incumbents of posts as set out in Appendix A and B to perform the powers given to me as set out in Appendix A and B, read in conjunction with the general conditions set out herein under.

The incumbents in the posts indicated herein shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

SIGNED AT PRETORIA ON THIS 14 DAY OF JULY 2015

Mr. GF Qonde



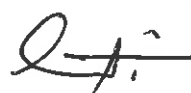
Head of Department (Director-General)

Date:



SIGNATURE: Executive Authority

Date: 14/07/2015



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

TABLE OF CONTENTS

NO.	TITLE	PAGE
1.	INTRODUCTION	5
1.1	Acronyms	5
1.2	Glossary of Terms	6
1.3	Purpose	7
1.4	Legislative Framework	7
1.5	Principles	7
1.6	Scope of Application	7
1.7	Delegation Approval	8
DELEGATIONS IN TERMS OF THE PUBLIC SERVICE ACT, 1994 AS AMENDED - PART B APPENDIX A		
CHAPTER II	ADMINISTRATION OF THE PUBLIC SERVICE	9
3(7)	Functions of Ministers and Executive Authorities	9
CHAPTER IV	EMPLOYMENT IN PUBLIC SERVICE	9
9	Appointments in Public Service	9
13	Appointment on Probation	10
CHAPTER V	TERMINATION OF SERVICE	12
16	Retirement and retention of services	12
16A	Failure to comply with Act	13
16B	Discipline	14
17	Termination of Employment	14
CHAPTER VII	OBLIGATIONS, RIGHTS AND PRIVILEGES OF EMPLOYEES	15
30	Other remunerative work by employees	15
31	Unauthorised Remuneration	16
33	Cession of emoluments	18
35	Grievances of employees	18
CHAPTER VIII	MISCELLANEOUS	19
38	Wrongly granted remuneration	19
DELEGATIONS IN TERMS OF PUBLIC SERVICE REGULATIONS, 2001 AS AMENDED - PART B APPENDIX B		
CHAPTER 1	GENERAL PROVISIONS	20
PART III	PLANNING, WORK ORGANISATION AND REPORTING	20
1 III D	Human Resources Planning	20
1 III E	Information Planning and Reporting	20
1 III F	Creation and Filing of Posts	21
1 III I	Job Descriptions, Job Titles and COREs	22
1 PART V	COMPENSATION FOR EMPLOYEES	24
1 V D	Overtime	24
1 V E	Service Benefits, Compensatory practices and Work facility practices	26
1 V F	Leave	27
1 PART VI	WORK ENVIRONMENT	28
1 VI C	Emergency Work	28
1 VI D	Health & Safety	29
1 VI E	HIV/AIDS and Related Diseases	29
1 VI F	Monitoring and Evaluation	33
1 PART VII	PROCEDURES FOR APPOINTMENT, PROMOTIONS & TERMINATION OF SERVICE	33
1 VII B	Conditions for Appointment	33
1 VII C	Recruitment	36
1 VII D	Selection	39
1 VII F	Promotion	40
1 VII G	Termination of Service	41
1 VII H	Employee Records	42
1 PART VIII	PERFORMANCE MANAGEMENT AND DEVELOPMENT	43
1 VIII E	Managing Unsatisfactory Performance	43
1 PART IX	TRAINING AND EDUCATION	43
1 IX B	Institutional Arrangements	43

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

NO.	TITLE	PAGE
1 IX D	Occupational Specific Competencies and Training	44
1 IX E	Training Assistance	44
CHAPTER 3	FINANCIAL DISCLOSURE OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE	46
3 C	Disclosure of Designated Employees' Interests	46
3 G	Conflict of Interests	47
CHAPTER 5	ELECTRONIC GOVERNMENT REGULATIONS	47
5 PART I	UNDERLYING ELECTRONIC GOVERNMENT VALUE	47
5 I B	Obligation Regarding Acquisition and Management of Information Resources	47

Date:



Date: 14 / 07 / 2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department



(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

1. INTRODUCTION

1.1 Acronyms

ACRONYMS	DEFINITION
CD	Chief Director (also include Regional Manager at a Regional Office)
CET	Continuing Education and Training
CS	Corporate Services
CFO	Chief Financial Officer in the Department
D	Director (may be also be known as a Principal at a College)
DDG	Deputy Director-General in the Department
DG	Director-General in the Department
DHET	Department of Higher Education and Training
DO(s)	Delegated Official(s)
DPSA	Department of Public Service and Administration
EA	Executive Authority
GITO	Government Information Technology Officer
GPSSBC	General Public Service Sector Bargaining Council
HO	Head Office
HR	Human Resources at DHET Head Office, Regional Office and Institution
HRM & A	Human Resources Management and Administration
IT	Information Technology
LR	Labour Relations
P	Principal (may also be known as a Director at a College)
PAJA	Promotion of Administrative Justice Act, Act 3 of 2000
PF	Principal Functionary
PFMA	Public Finance Management Act, 1999 as amended
PILIR	Policy on Ill Health and Incapacity Retirement
PSA	Public Service Act, Act 103 of 1994,
PSC	Public Service Commission
PSR	Public Service Regulations, 2001 as amended
RH	Regional Head
RO	Regional Office
SMM	Senior Management Members (SMM) Meeting
TVET	Technical and Vocational Education and Training
VCET	Vocational and Continuing Education and Training

Date:



Date: 14/07/2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



1.2 Glossary of Terms

TERMS	DEFINITION
ACCOUNTABLE	The Principal Functionary in whom the power or duty is vested in remains accountable
CHIEF DIRECTOR/DIRECTOR	Highest Post Level in a Regional Office which may be either Chief Director or Director Level (also known as Regional Manager) Director – also known as Principal in a TVET or Community College
DHET COLLEGE/COLLEGE	A Public TVET College or Community Education and Training College that is part of the DHET
COMPONENT	An entity which is part of the Department
COUNCIL	The College Council of a Public College
CONSULT	Those whose involvement, recommendation or opinions are sought prior to the decision or action and with whom there is a two-way communication
DEPARTMENT	Department of Higher Education and Training
DELEGATED OFFICIAL	Any Employee to whom power has been delegated or who has been authorized to perform a duty in terms of a formal delegation
DELEGATION	The allocation of a power conferred or a duty imposed on a Principal Functionary (Minister) to a delegated official. To delegate is to entrust power or duty to someone else
EFFECTIVE DATE	The date that the document is approved and signed by the Executive Authority
EXECUTE	Those who perform the delegated decision, e.g. a Deputy Principal who signs a letter to convey a delegated decision
EXECUTIVE AUTHORITY	The Minister of Higher Education and Training
INFORM	Those who are kept up to date on progress and with whom there is a one-way communication
LINE MANAGER	Head of a Unit with subordinates reporting in to him/her directly
MINISTER	The Minister of Higher Education and Training
PERFORMER LEVELS	Employees at various levels in the Department, empowered by means of appropriate delegations by the Principal Functionary
PRINCIPAL	The Head of a Public TVET or CET College
PRINCIPAL FUNCTIONARY	Executive Authority (Minister) upon who power is conferred or a duty is imposed through an empowering provision in terms of which an administrative action is taken-the authority with original powers. The PF, in whom the power or duty is vested, remains accountable for the execution of the delegation.
REGIONAL OFFICE	An office of DHET located in a particular region other than the Head Office, to cover a particular geographic area such as a province or provinces
RESPONSIBLE	A Delegated Official obligated to perform specific delegated discretionary powers with Yes/No authority for executing the decision
SUPERVISOR	An immediate superior
VERIFIER	Those who check whether the delegated decision meets the required standards

Date:

Date:

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

1.3 Purpose

The Department realises the need to align itself to the National Development Plan's key statement of "Building a capable and developmental state", through strengthening delegation accountability and oversight within Public TVET and CET Institutions. It also endeavours to put in place greater and more consistent delegations that ensure effective and efficient service delivery of the Department at all levels.

1.4 Legislative Framework

Public Service Act, Act 103 of 1994
Labour Relations Act, Act 66 of 1995
Basic Conditions of Employment Act, Act 75 of 1997
Employment Equity Act, Act 55 of 1998
Skills Development Act, Act 97 of 1998
Public Finance Management Act, 1 of 1999
Promotion of Administrative Justice Act, Act 3 of 2000
Further Education and Training Act, Act 1 of 2013
Continuous Education and Training Act, Act 16 of 2006, as amended

1.5 Principles

- **Upholding the Constitution and legislation**
Any delegation may not conflict with the Constitution, the relevant legislation, applicable collective agreements and departmental policy.
- **Delegation authorised by statutory authority**
Any delegation must be authorized by an empowering provision in legislation or subordinate legislation
- **Submissions must indicate that delegation decision is compliant with PAJA**
Every submission where a decision needs to be taken in terms of the delegation of a power or duty must:
 - (a) Include a paragraph to confirm that the delegated decision is compliant with PAJA. Such paragraph in the submission may read as follows under a heading PAJA COMPLIANCE: "All the requirements to take a lawful, reasonable and procedurally fair administrative action have been complied with and no grounds exist for the review of the action".
 - (b) A PAJA checklist duly completed and signed by the DO exercising discretionary power in terms of a delegation of powers and duties.
- **The Minister shall provide the DG with appropriate powers and authority to enable a DG to manage his or her department efficiently and effectively.**
A DG shall empower employees in the department by means of appropriate delegations and must keep completed delegation templates for all delegations in the format directed by -
 - (a) The Minister for the Public Service and Administration in the case of public administration;
 - (b) The Minister of Finance in the case of financial administration; and
 - (c) Submit a copy of the registers to the afore-mentioned Ministers annually by 30 April or when amended

1.6 Scope of Application

This document compiled by the Department of Higher Education and Training, stipulates delegations in terms of Public Service Act, 1994 as amended and Public Service Regulations, 2001 as amended, from the Director-General of DHET to other performer levels at Head Office, Regional Offices and Colleges.

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

1.7 Delegations Approval

Creation Date:	June 2015
Effective Date:	Date signed by DG to effect the delegations
Prepared By:	Department of Higher Education and Training - Corporate Services Branch in consultation with Legal Services Chief Directorate
Minister (Executing Authority):	Dr. BE Nzimande
Signature:	
Date:	
Director-General (Head of Department):	Mr. GF Qonde
Signature:	
Date:	

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

DIRECTOR GENERAL TO OTHER PERFORMER LEVELS- DELEGATIONS IN TERMS OF THE PUBLIC SERVICE ACT, 1994 AS AMENDED PART B APPENDIX A

POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
CHAPTER II	ADMINISTRATION OF THE PUBLIC SERVICE					
3	Functions of Minister and Executive Authorities					
3(7)	An executive authority has all those powers and duties necessary for- (b) The recruitment, appointment, performance management, transfer, dismissal and other career incidents of employees of that department, including any other matter which relates to such employees in their individual capacities.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted. - Council to be informed - D:HRM&A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
CHAPTER IV	EMPLOYMENT IN PUBLIC SERVICE					
9	Appointments in Public Service					
9	An executive authority may appoint any person in his or her department in accordance with this Act and in such manner and on such conditions as may be prescribed	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College

Date:

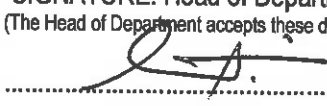
Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- CFO:HO to endorse funding - Relevant branch head to be consulted. - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
13	Appointment on probation					
13 (1)	If so required by regulation, an executive authority shall appoint an employee on probation for such period as may be prescribed for the relevant category of employees.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

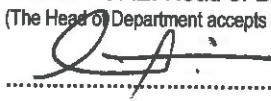
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
13(2)	After the completion of a probationary period contemplated in subsection (1) an executive authority shall confirm the probationary appointment if the employee concerned has- (a) performed at least satisfactorily during the period; and (b) complied with all the conditions to which his or her appointment was subject	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
13 (3)	If the probationary appointment is not confirmed in terms of subsection (2), the executive authority may extend the period of probation or dismiss the employee in accordance with the Labour Relations Act.	DG	DDG: CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted. - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

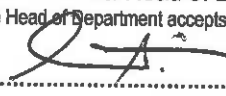
Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
CHAPTER V	TERMINATION OF SERVICE					
16	Retirement and retention of services					
16 (4)	An officer, other than a member of the services or an educator or a member of the State Security Agency who has reached the age of 60 years may, subject in every case to the approval of the relevant executive authority, be retired from the public service.	DG	DDG: CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted. - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
16 (6)	(a) An executive authority may, at the request of an employee, allow him or her to retire from the public service before reaching the age of 60 years, notwithstanding the absence of any reason for dismissal in terms of section 17 (2), if sufficient reason exists for the retirement.	DG	DDG: CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis

Date:

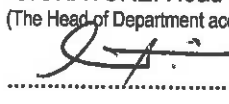
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
16 (7)	If it is in the public interest to retain an officer, other than a member of the services or an educator or a member of the State Security Agency, in his or her post beyond the age at which he or she is required to be retired in terms of subsection (1), he or she may, with his or her consent and with the approval of the relevant executive authority, be so retained from time to time for further periods which shall not, except with the approval of Parliament granted by resolution, exceed in the aggregate two years.	DG	DDG:CS	DDG:CS	DDG:CS	- DDG:CS L1-12 in consultation with CFO:HO - Relevant branch head to be consulted - Council to be informed - Ensure that training programme is in place to transfer skills - The employee concerned must agree to his/her retention in writing. - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
16 A	Failure to comply with Act					
16 A (2)	A head of a department shall- (a) immediately take appropriate disciplinary steps against an employee of the department who does not comply with a provision of this Act or a regulation, determination or directive made thereunder; (b) immediately report to the Director-General: Public Service and Administration the particulars of such non-compliance; and	DG	DDG:CS	DDG:CS	P	- DDG:CS disciplines L1-8 at HO - DDG:CS disciplines L1-8; PL3 at RO - P disciplines L1-8; PL1-3 at College - Relevant branch head to be consulted. - Council to be informed - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

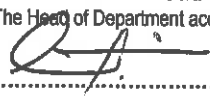
Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(c) as soon as possible report to that Director-General the particulars of the disciplinary steps taken.					
16 B	Discipline					
16 B (1)	Subject to subsection (2), when a chairperson of a disciplinary hearing pronounces a sanction in respect of an employee found guilty of misconduct, the following persons shall give effect to the sanction: (b) In the case of any other employee, the relevant head of department	DG	DDG:CS	DDG:CS	P	- DDG:CS disciplines L1-8 at HO - DDG:CS disciplines L1-8; PL3 at RO - P disciplines L1-8; PL1-3 at College - Relevant branch head to be consulted - Council to be consulted - D:LR to be consulted on the process and procedures to be followed. - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
17	Termination of employment					
17 (1)	(a) Subject to paragraph (b), the power to dismiss an employee shall vest in the relevant executive authority and shall be exercised in accordance with the Labour Relations Act. (b) The power to dismiss an employee on account of misconduct in terms of subsection (2) (d) shall be exercised as provided for in section 16B (1).	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

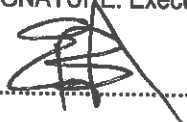


POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
17 (3)	(b) If an employee who is deemed to have been so dismissed, reports for duty at any time after the expiry of the period referred to in paragraph (a), the relevant executive authority may, on good cause shown and notwithstanding anything to the contrary contained in any law, approve the reinstatement of that employee in the public service in his or her former or any other post or position, and in such a case the period of his or her absence from official duty shall be deemed to be absence on vacation leave without pay or leave on such other conditions as the said authority may determine.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
CHAPTER VII	OBLIGATIONS, RIGHTS AND PRIVILEGES OF EMPLOYEES					
30	Other remunerative work by employees					
30 (1)	No employee shall perform or engage him or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted. - D:HRM & A to oversee processes in all Components on an on-going basis

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

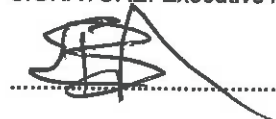


POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- Written motivation from employee and recommendation from Line Manager to be submitted to DO authorising other remunerative work - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
31	Unauthorised Remuneration					
31 (1) (a)	(i) If any remuneration, allowance or other reward (other than remuneration contemplated in section 38 (1) or (3)), is received by an employee in connection with the performance of his or her work in the public service otherwise than in accordance with this Act or a determination by or directive of the Minister, or is received contrary to section 30, that employee shall, subject to subparagraph (iii), pay into revenue- (aa) an amount equal to the amount of any such remuneration, allowance or reward; or (bb) if it does not consist of money, the value thereof as determined by the head of the department in which he or she was employed, at the time of the receipt thereof. (ii) If the employee fails to so pay into revenue the amount or value, the said head of department shall recover it from him or her by way of legal proceedings and pay it into revenue.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted. - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

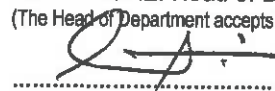
Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(iv) The accounting officer of the relevant department may approve that the employee concerned retains the whole or a portion of the said remuneration, allowance or reward.					
31 (1) (b)	If- (i) in the opinion of the head of department mentioned in paragraph (a) an employee has received any remuneration, allowance or other reward contemplated in that paragraph; and (ii) it is still in his or her possession or under his or her control or in the possession or under the control of any other person on his or her behalf, or, if it is money, has been deposited in any bank as defined in section 1 (1) of the Banks Act, 1990 (Act 94 of 1990), or a mutual bank as defined in section 1 (1) of the Mutual Banks Act, 1993 (Act 124 of 1993), in his or her name or in the name of any other person on his or her behalf, that head of department may in writing require that employee or that other person or that financial institution not to dispose thereof, or, if it is money, not to dispose of a corresponding sum of money, as the case may be, pending the outcome of any legal steps for the recovery of that remuneration, allowance or reward or the value thereof	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted. - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
33	Cession of emoluments					
33	No employee shall without written approval of the accounting officer, as defined in section 1 of the Public Finance Management Act, of the department or office in which he or she is employed, cede the right to the whole or any part of any salary or allowance payable to him or her.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - Relevant branch head to be consulted - CFO:HO to be consulted - Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
35	Grievances of employees					
35(1)	For the purposes of asserting the right to have a grievance concerning an official act or omission investigated and considered by the Commission- (a) an employee may lodge that grievance with the relevant executive authority under the prescribed circumstances, on the prescribed conditions and in the prescribed manner, and	DG	DDGs	DDG:CS	P	- DDGs: L1-12 at HO - DDG: CS: L1-12 at RO; PL3 at RO - P: L1-10 at Colleges; PL1-3 at College - D:LR to maintain register of grievances from DO's and submit quarterly reports to DG and the PSC - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

18

Date:

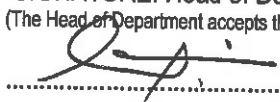
Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Section	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(b) if that grievance is not resolved to the satisfaction of such an employee, that executive authority shall submit the grievance to the Commission in the prescribed manner and within the prescribed period.					
CHAPTER VIII	MISCELLANEOUS					
38	Wrongly granted remuneration					
38 (1) (a)	If an incorrect salary, salary level, salary scale or reward is awarded to an employee, the relevant executive authority shall correct it with effect from the date on which it commenced.	DG	DDG:CS	No delegation	No delegation	- DDG: CS to inform the relevant employee of the overpayment in consultation with Departmental CFO to determine possible steps to be taken to ensure recovery in writing. - P to inform DDG:CS and D: HRM&A for L1-10 at College - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
38 (3)	The accounting officer of the relevant department may remit the amount of an overpayment to be recovered in terms of subsection (2) (b) in whole or in part.	DG	DDG:CS	No delegation	No delegation	- DDG:CS to consult with relevant branch head and with the Departmental CFO:HO - P to inform DDG:CS and D: HRM&A for L1-10 at College - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
Chapter 1	GENERAL PROVISIONS					
PART III	PLANNING, WORK ORGANISATION AND REPORTING					
1 III D	HUMAN RESOURCE PLANNING					
1 III D.3	An executing authority shall make the outcome of planning referred to in regulation III D.1 and of the affirmative action programme referred to in regulation III D.2 known within her or his department.	DG	CD - HRM & A	No delegation	No delegation	- P at College to inform Council on Departmental outcomes of planning in IIID.1 and IIID.2 - College Council to provide input to Department where necessary - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 III E	INFORMATION PLANNING AND REPORTING					
1 III E.1	A head of department shall establish (b) an information infrastructure plan that supports the information plan; and (c) an operational plan that enables the implementation of the information infrastructure plan and information management.	DG DG	DDGs DDGs	DDs DDGs	P P	- DDGs, CD's- HO and Ds-HO and Colleges in all components to provide information when requested - College Council to be consulted and approve plan for College - SMM to be informed on infrastructure and implementation plan.

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 III E.2	A head of department shall submit a bi-monthly report to the Director-General: Public Service and Administration on- (a) all information technology projects of the department to facilitate the co-ordination of such projects in the public service; and (b) compliance with Part I of Chapter 5	DG	DDG:CS	No delegation	No delegation	- DDGs, CD's- HO and Ds-HO and Colleges in all components to provide information when requested - D: GITO to facilitate planning process - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 III F	CREATION AND FILLING OF POSTS					
1 III F	Before creating a post for any newly defined job, or filling any vacancy, an executing authority shall- (a) Confirm that she or he requires the post to meet the department's objectives; (b) In the case of a newly defined job, evaluate the job in terms of the job evaluation system; (c) In the case of a vacant post on grade 9 or higher, evaluate the job unless the specific job has been evaluated previously; and	DG DG DG DG	D:OD D:OD D:OD D:OD	DDG:CS No delegation No delegation No delegation	P No delegation No delegation No delegation	(Part 1 III F (a)) - In consultation with Line Managers; - D:OD executes for posts on L1-16 at HO - DDG:CS executes for posts L9-10; PL4-5 at RO - P College executes for posts on L1-8; PL1-3 at College - DDG:CS and P at College to consult with DDG:VCET

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(d) Ensure that sufficient budgeted funds, including funds for the remaining period of the medium-term expenditure framework, are available for filling the post.					- D: OD and D:HRM – HO to coordinate all processes - DDG:CS to oversee process and report to EA as requested - CFO:HO to approve funding in consultation with Line Managers - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
I	JOB DESCRIPTIONS, JOB TITLES AND COREs					
1 III 1.1	For each post or group of posts, an executing authority shall establish a job description and job title that indicate, with appropriate emphasis on service delivery- (a) the main objectives of the post or posts in question; (b) the inherent requirements of the job; and (c) the requirements for promotion or progression to the next salary range, in accordance with a relevant career path.	DG	DDGs	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - D:OD to oversee processes related to updating and logging of Jobs - CFO:HO to endorse funding - Relevant branch head to be consulted - College Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis

Date:

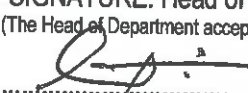
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 III 1.2	At least once every three years, an executing authority shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate.	DG	DDGs	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - D:OD to oversee all processes - CFO:HO to endorse funding - Relevant branch head to be consulted - College Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 III 1.5	To assist in the analysis of public service employment, an executing authority shall link all posts in her or his department to a relevant CORE and an occupation listed in the occupational classification system.	DG	DDG:CS	DDG:CS	DDG:CS	- D:OD at HO to facilitate and coordinate all components - DDGs, CDs-HO and Ds-HO and at College in all components to provide information when requested

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- DDG:CS shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
PART V	COMPENSATION FOR EMPLOYEES					
1 V D	OVERTIME					
1 V D.2	An executing authority may compensate an employee for overtime work if- (a) the employee does not belong to the SMS, except in those cases mentioned in regulation V D.3; (b) the department has a written policy on overtime; (c) the executing authority has provided written authorisation in advance for the work; and (d) except in exceptional circumstances, the monthly compensation for overtime constitutes less than 30 per cent of the employee's monthly salary.	DG	CD:HRM&A / LR	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted. - College Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - CD:HRM&A / LR to coordinate inputs from all components and provide reports upon request - Prior approval shall be sought for all Overtime.

Date:

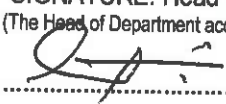
Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- CD:HRM / LR to approve on the recommendation of the Line Managers and in accordance with pre-determined rates of compensation for overtime as agreed through the Collective Bargaining process and/or Departmental Overtime Policy and/or any other applicable legislation and/or directive - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 V D.5	An executing authority shall establish an overtime policy in accordance with collective agreements, which shall determine- (a) categories of employees that may not receive compensation for overtime due to the nature of their work and responsibilities; (b) the circumstances under which a supervisor may authorise overtime work for an individual employee; (c) if an employee shall receive payment or time off as compensation for authorised overtime; (d) how much overtime an employee may work in a given period;	DG	DDG: CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted. - College Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis and coordinate inputs from all components

25

Date:

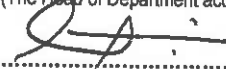
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

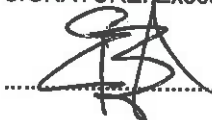


POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(e) how a supervisor should record authorisation for overtime and; (f) other control measures, if necessary.					- Prior approval to be sought for all overtime - CFO:HO to be consulted - College Council to be consulted - DDGs to approve on the recommendation of the Line Managers and in accordance with pre-determined rates of compensation for overtime as agreed through the Collective Bargaining process and/or Departmental Overtime Policy and/or any other applicable legislation and/or directive - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 V E	SERVICE BENEFITS, COMPENSATORY PRACTICES AND WORK FACILITY PRACTICES					
1 V E.3	Subject to the terms of a relevant collective agreement, an executing authority may provide the cash equivalent of benefits received by permanent employees to employees on fixed-term contracts, other than heads of department.	DG	DDG:CS	DDG:CS	P	- College Council to be informed - CD:HRM & A to coordinate inputs from all components and provide reports upon request.

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 V F	LEAVE					
	A head of department shall -					
1 V F	(b) record all leave taken by an employee accurately and in full; and	DG	D: HRM& A	D:HRM&A	P	- P records for L1-10 at the College - RM: records for all levels in the RO and L13 at Colleges - All components to keep records of leave for audit purposes - College Council to be informed and reports to be provided upon request - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 V F	(c) ensure that an employee does not abuse sick leave.	DG	Supervisors	RM	P	- Supervisors monitors RM - RM monitors RO and L13 at Colleges - All components to comply with PILAR

Date:

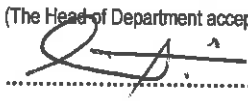
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
PART VI	WORKING ENVIRONMENT					
1 VI C	EMERGENCY WORK					
1 VI C	A head of department may require an employee to perform work outside normal working hours if the work must be performed without delay owing to circumstances which are beyond the control of the head of department and for which she or he could not reasonably have been expected to make provision.	DG	DDGs	DDGs	P	- Supervisors to approve in accordance with Departmental Working Hours Policy where definition of emergency work is stipulated. - College Council to be informed - RMs and Ds:HO and Ds Colleges to provide reports upon request - D:HRM & A to consolidate inputs for all components - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VI D	HEALTH AND SAFETY					
1 VI D	A head of department shall establish and maintain a safe and healthy work environment for employees of the department.	DG	DDG: CS	RM	P	- D: HRM&A / LR to consolidate reports from all components - DDG:CS to be consulted and informed - College Council to be consulted and informed - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VI E	HIV/AIDS AND RELATED DISEASES					
1 VI E.1	Occupational exposure					
1 VI E.1	A head of department shall- (a) identify units or employees within the department that, due to the nature of their work, are at high risk of contracting HIV and other related diseases, and take reasonable steps to reduce the risk of occupational exposure to HIV and such diseases; (b) take all reasonable steps to facilitate timely access to voluntary counselling and testing and post-exposure prophylaxis in line with prevailing guidelines and protocols for employees who have been exposed to HIV as a result of an occupational incident; and	DG	D:LR	D:LR	P	- RMs and Ds:HO and Ds at Colleges to provide reports upon request - DDG:CS to be informed and consulted - College Council to be informed and consulted - D:LR to report on all components upon request

29

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(c) if the testing referred to in paragraph (b) indicates that an employee has become HIV-positive as a result of the occupational incident, ensure that the employee is assisted to apply for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No 130 of 1993).					- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VI E.2	Non-discrimination					
1 VI E.2	A head of department shall- (a) ensure that no employee or prospective employee is unfairly discriminated against on the basis of her or his HIV status, or perceived HIV status, in any employment policy or practice; and (b) take appropriate measures to actively promote non-discrimination and to protect HIV-positive employees and employees perceived to be HIV-positive from discrimination.	DG	D:LR	D:LR	P	- RMs, Ds at HO and Ds at Colleges to provide reports upon request - DDG:CS to be informed and consulted - College Council to be informed and consulted - D:LR to consolidate reports from all components upon request - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VI E.3	HIV testing					
1 VI E.3	A head of department shall- (a) encourage voluntary counselling and testing for HIV and other related health conditions and, wherever possible, facilitate access to such services for employees in the department; and (b) ensure that no employee or prospective employee of the department is required to take a HIV test unless the Labour Court has declared such testing as justifiable in terms of the Employment Equity Act, 1998 (Act No. 55 of 1998).	DG	D:LR	D:LR	P	- RMs, Ds at HO and Ds at Colleges to provide reports upon request - DDG:CS to be informed and consulted - College Council to be informed and consulted - D:LR to report on all components upon request - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VI E.5	Health promotion programme					
1 VI E.5	A head of department shall- (a) introduce appropriate education, awareness and prevention programmes on HIV/AIDS and other sexually transmitted infections for the employees in the department and, where possible, their families, and as far as possible, integrate those programmes with programmes that promote the health and well-being of employees;	DG	D:LR	D:LR	P	- RMs, Ds at HO and Ds at Colleges to provide reports upon request - DDG:CS to be informed and consulted - College Council to be informed and consulted - D:LR to report on all components upon request

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

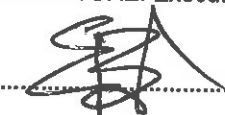
(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)

POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(b) create mechanisms within the workplace to encourage openness, acceptance, care and support for HIV-positive employees. Such mechanisms should preferably form part of a comprehensive employee assistance programme or health promotion programme; (c) designate a member of the SMS with adequate skills, seniority and support to implement the provisions contained in regulation VI E within the department, and ensure that the member so designated is held accountable by means of her or his performance agreement for the implementation of the provisions; (d) allocate adequate human and financial resources to implement the provisions of regulation VI E, and, where appropriate, form partnerships with other departments, organisations and individuals who are able to assist with health promotion programmes; (e) establish a HIV/AIDS committee for the department with adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate the effectiveness of the provisions of regulation VI E; and (f) ensure that the health promotion programme includes an effective internal communication strategy.					- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

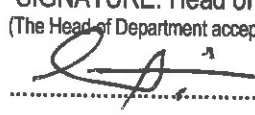
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VI F	MONITORING AND EVALUATION					
1 VI F	A head of department shall introduce appropriate measures for monitoring and evaluating the impact of the health promotion programme among the employees of the department.	DG	D:LR	D:LR	P	- RMs, Ds at HO and Ds at Colleges to provide reports upon request - DDG:CS to be informed and consulted - College Council to be informed and consulted - D:LR to report on all components upon request - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
PART VII	PROCEDURES FOR APPOINTMENT, PROMOTIONS AND TERMINATION OF SERVICE					
1 VII B	CONDITIONS FOR APPOINTMENT					
1 VII B1	General					
1 VII B1	An executing authority- (a) may appoint employees on a permanent or temporary basis, either full-time or part-time; (b) may, where the employment is temporary, appoint an employee under a special contract, on a casual basis or on a sessional basis;	DG	DDG:CS DDG:CS	DDG:CS DDG:CS	P P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - College Council to be informed

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(c) may not appoint any person under the age of 16 years; (d) shall determine the health requirements for incumbency of a post, in any case where it is in the requirements of the post; (e) may appoint a casual employee for a period not exceeding 12 months; (f) shall require an employee to be subjected to security clearance only where the duties attached to the post are such as to make security clearance necessary; and (g) shall ensure that each employee upon appointment, is provided with a written contract of employment, including the terms and conditions of her or his service.		DDG:CS DDG:CS DDG:CS D:HRM & A D:HRM&A	DDG:CS DDG:CS DDG:CS D:HRM&A DDG:CS	P P P P P	- CFO :HO to endorse if funds are available - Post must exist - DDG:CS will assign administrators to sign letters and execute the administration of the approval for L1-12 - All letters to be dispatched in the name of the DG (DPSA directive). DO's and Administrators will sign on behalf of the DG - DDGs must generate a submission that includes the conditions set out in Reg 1 III F - D:HRM & A to oversee and report on Security Clearance and Written Contracts for employees in all components on an on-going basis - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VII B.5	Acting in higher posts					
1 VII B.5.1	A head of department may only compensate an employee for acting in a higher vacant post in terms of a determination of the Minister made through the collective bargaining process.	DG	DDG:CS	DDG:CS	DDG:CS	- RMs and Ds at Colleges to submit recommendations to DDG:CS as per requirements - College Council to be consulted - CFO:HO to be consulted - CD:HRM & A to facilitate - DDG:CS shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII B.5.2	A head of department may also compensate an employee for acting in a post due to the actual incumbent of the post acting in a higher vacant post, provided that no more than two employees may simultaneously be compensated as a result of a single vacancy.	DG	DDG:CS	DDG:CS	DDG:CS	- RMs and Ds at Colleges to submit recommendations to DDG:CS as per requirements - College Council to be consulted - CFO:HO to be consulted - CD: HRM& A to facilitate - Approval shall be in accordance with Departmental Acting Policy and/or any other applicable legislation and/or directive

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII C	RECRUITMENT					
1 VII C.1	Determination of requirements for employment					
1 VII 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.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - College Council to be informed - Requirements shall be in accordance with Departmental Recruitment and Selection Policy and/or any other applicable legislation and/or directive - CD:HRM & A to consolidate reports for all components upon request - Compliance in terms of the Ministerial Handbook - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VII 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	DG	D	RM	P	- CD:HRM&A / LR to coordinate input from all components - Compliance in terms of the Ministerial Handbook - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII C.2	Advertising					
1 VII 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.	DG	DDG: CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO : HO to endorse if funds are available - College Council to be consulted - Post must exist - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII C.2.4	An executing authority shall advertise any other vacant post within the department as a minimum, but may also advertise such post-	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L8-12; PL3-5 at RO

37

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
	(a) elsewhere in the public service; or (b) outside the public service either nationwide or locally.					- P approves L1-8; PL1-3 at College - College Council to be consulted - CFO : HO to endorse if funds are available - Post must exist - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII C.2.6	An executing authority may utilise an appropriate agency to identify candidates for posts, as long as the advertising and selection procedures comply with regulations VII C and D.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - College Council to be consulted - CFO:HO to be consulted - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

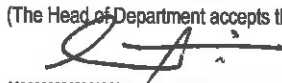
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VII D	SELECTION					
1 VII D.1	An executing authority shall appoint a selection committee to make recommendations on appointments to posts. The selection committee shall consist of at least three members who are employees of a grade equal to or higher than the grading of the post to be filled or suitable persons from outside the public service or in which both such an employee or employees and such a person or persons are represented. However- (a) the chairperson of the selection committee, who shall be an employee, shall be of a grading higher than the post to be filled; and (b) in the event that the manager of the component within which the vacant post is located, is graded lower than the vacant post, such a manager may be a member of the selection committee.	DG	DDG:CS	DDG:CS	P	- Selection Committee - DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII D.8	Before making a decision on an appointment or the filling of a post, an executing authority shall- (a) satisfy herself or himself that the candidate qualifies in all respects for the post and that her or his claims in her or his application for the post have been verified; and (b) record in writing that verification.	DG	DDG:CS	DDG:CS	P	- CD:HRM & A to consolidate reports from all DOs - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 VII F	PROMOTION					
1 VII F.1	An executing authority may promote an employee to a vacant post on the approved establishment of the department if- (a) sufficiently budgeted funds, including funds for the remaining period of the relevant medium-term expenditure framework are available for filling the vacancy; and (b) the vacancy has been advertised and the candidate selected in accordance with regulations VII C and D.	DG	DDG:CS	DDG:CS	P	- DDG:CS approves L1-8 at HO - DDG:CS approves L1-8; PL3 at RO - P approves L1-8; PL1-3 at College - CFO:HO to endorse funding - Relevant branch head to be consulted. - College Council to be informed - D:HRM & A to oversee processes in all Components on an on-going basis - CFO:HO to endorse if funds are available - Post must exist - A promotion may not take effect before the first day of the month during which the executing authority approved it according to the approved Departmental procedures and/or any other applicable directive or legislation

40

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- No employee has any right to promotion to a vacant post until the promotion has been approved in writing by the executing authority according to the approved Policy document on Compensation - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII G	TERMINATION OF SERVICE					
1 VII G.2	Resignation					
1 VII G.2.1	An executing authority shall prescribe the manner in which an employee shall submit her or his resignation.	DG	D:HRM&A	D:HRM&A	P	- College Council must be informed about College employees - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII G.2.2	An executing authority shall record the reasons given by the employee for her or his resignation.	DG	D:HRM&A	D:HRM&A	P	- DDGs, RMs, Ds at HO and at Colleges to provide reports upon request - College Council must be informed about College employees

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII G.2.3	An employee may resign from the public service, and for that purpose, unless otherwise agreed with the executing authority, shall - (a) in the case of any employee paid monthly, give at least one month's written notice of resignation; (b) in the case of any casual employee who has been employed for less than four weeks; give at least one week's notice of resignation; or (c) in the case of any casual employee who has been employed for more than four weeks, give at least two weeks' notice.	DG	D:HRM & A	D:HRM&A	P	- DDGs, RMs, Ds at HO and at Colleges to provide reports upon request - College Council must be informed about College employees - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 VII H	EMPLOYEE RECORDS					
1 VIII H	A head of department shall keep a record of each employee and of each post on the approved establishment in accordance with the National Minimum Information Requirements as issued by the Minister.	DG	DDG:CS	DDG:CS	P	- D:HRM & A to oversee processes of all DO's - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

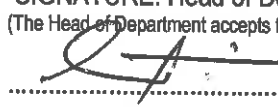
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 PART VIII	PERFORMANCE MANAGEMENT AND DEVELOPMENT					
1 VIII E	MANAGING UNSATISFACTORY PERFORMANCE					
1 VIII E	In the case of unsatisfactory performance, an executing authority shall- (a) provide systematic remedial or developmental support to assist the employee to improve her or his performance; (b) if the performance is so unsatisfactory as to be poor and the desired improvement cannot be effected, consider steps to discharge the individual for unfitness or incapacity to carry out her or his duties.	DG	DDG's	DDGs	P	- D:LR to facilitate and consolidate reports from DO's - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 PART IX	TRAINING AND EDUCATION					
1 IX B	INSTITUTIONAL ARRANGEMENTS					
1 IX B.4	A head of department shall ensure that sufficient funds are available for the training of employees at all grades.	DG	DDG:CS	RM	P	- RMs, Ds at HO and at Colleges to make recommendations to DDGs for approval - CFO:HO to be consulted - Employees in SMS shall avail themselves to train employees in the Public Service or to present training

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 IX D	OCCUPATIONAL SPECIFIC COMPETENCIES AND TRAINING					
1 IX D	An executing authority shall determine the required competencies of and prescribe training for, various occupational categories or specific employees in her or his department.	DG	DDG:CS	RM	P	- RMs, Ds at HO and at Colleges to make recommendations to DDGs for approval - SMM to be informed - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 IX E	TRAINING ASSISTANCE					
1 IX E.1	If it will make a contribution to the performance of the work of her or his department, a head of department may grant any financial or other assistance for any study, training or research where- (a) she or he has asked an employee to undertake the study, training or research; or (b) the employee has requested any such assistance.	DG	DDG's	No delegation	No delegation	- CFO: HO to be consulted - DOs to make recommendations to DDGs for approval - DDGs approve all local institutions - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

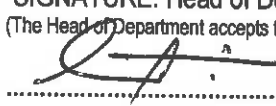
Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
1 IX E.4	A head of department may defray any genuine expenses associated with study, research or training, but need not cover the full expenses.	DG	DDGs-Local	DDGs	P	- EA: approves all International/Overseas Institutions - The following apply for local institutions: - College Council to be informed and consulted - All approvals shall be accordance with the Departmental Training Policy and/or any other applicable legislation and/or directive - CFO:HO to endorse funding - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
1 IX E.6	Subject to the Treasury Instructions, a head of department may waive the whole or any part of any study debts	DG	No delegation	No delegation	No delegation	- CFO:HO to endorse funding - DDG:CS to provide recommendations
1 IX E.9	In the case of an employee who studies or undergoes training for short periods, a head of department may, as a precondition for providing assistance, require the employee to enter into a contract with the department in terms of which she or he will serve the department for a commensurable period	DG	DDG:CS	DDGs	P	- Legal component to be consulted and to concur with agreement. - College Council to be informed and consulted

Date:

Date: 14 / 07 / 2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER			DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing
						- All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures
CHAPTER 3	FINANCIAL DISCLOSURE OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE					
3 C	DISCLOSURE OF DESIGNATED EMPLOYEES' INTERESTS					
3 C.4	Every executing authority shall submit to the Commission a copy of the form submitted to the executing authority in terms of- (a) regulation C.1 of this Chapter not later than 31 May of the year in question; (b) regulation C.2 of this Chapter not later than 30 July 2001; or (c) regulation C.3 of this Chapter not later than 30 days after it has been so submitted.	DG	No delegation	No delegation	No delegation	- DDG:CS ensures submissions to DG - D:OD ensures submissions to DDG:CS - All employees to disclose in compliance with the Public Administration Amendment Act and Departmental Policy on Declaration of Interests, Remunerative Work Outside the Public Service (RWOPS) - D: OD to facilitate and provide reports upon request - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures

Date:

Date: 14/07/2015

SIGNATURE: Executive Authority



SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General – DHET)



POWER OR DUTY BEING DELEGATED			DESIGNATION / POST LEVEL DELEGATED TO PER TIER				DELEGATION CONDITIONS
Regulation	Topic Description	Principal Functionary	DHET Head Office	DHET Regional Office	DHET College	Indicators for Execution / Reporting / Consultation / Informing	
3 G	CONFLICT OF INTERESTS						
3 G.3	Upon the referral, the executing authority shall consult with the employee concerned and take the appropriate steps, including, but not limited to- (a) the institution of disciplinary action; or (b) the granting of a waiver to the employee in respect of a future conflict of interest.	DG	DDGs	DDGs	P	- College Council to ensure compliance of College Council Employees on L1-10 - D: OD to facilitate and provide reports upon request - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures	
CHAPTER 5	ELECTRONIC GOVERNMENT REGULATIONS						
PART I	UNDERLYING ELECTRONIC GOVERNMENT VALUE						
5 I B	OBLIGATION REGARDING ACQUISITION AND MANAGEMENT OF INFORMATION RESOURCES						
5 I B	The head of department shall ensure that the acquisition, management and use of information technology by the department improve- (a) direct or indirect service delivery to the public, including, but not limited to, equal access by the public to services delivered by the department; (b) the productivity of the department; and (c) the cost-efficiency of the department.	DG	DDG:CS	DDG:CS	P	- D: IT to facilitate - All DO's shall exercise delegations in compliance with applicable Legislation, Collective Agreements, Departmental Policy and Procedures	

Date:

Date: 14 / 07 / 2015

47

SIGNATURE: Executive Authority

SIGNATURE: Head of Department

(The Head of Department accepts these delegations in his capacity as the incumbent in the post of Director General - DHET)