INTERNAL MEMO

TO : ALL STAFF
FROM : A/D – COMMUNICATIONS AND EVENTS MANAGEMENT
DATE : 27 JULY 2021
SUBJECT : COMPLIANCE WITH THE PUBLIC SERVICE ACT – DESIGNATION OF THE HEAD OF DEPARTMENT (HoD)

1. The Office of the Director-General issued correspondence dated 22 June 2021 with regard to the term used when referring to the Head of Department (See attached).

2. According to the attached correspondence, the term “Superintendent General (SG)” is not legally compliant.

3. All staff members are therefore requested to desist from using the term SG with immediate effect and should rather use the term Head of Department (HoD) onwards.

Your co-operation in this regard will be appreciated.

Acting Director: Communications and Events Management-