



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms BM Madonsela Tel: 040 608 4228 . Email: buhle.madonsela@ecdoe.gov.za
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TO	ALL DDGS ALL CHIEF DIRECTORS – HEAD AND CLUSTER OFFICES ALL DIRECTORS – HEAD AND DISTRICT OFFICES ALL DIRECTORS – CLUSTER OFFICES ALL CIRCUIT MANAGERS ALL SCHOOL PRINCIPALS ALL EMPLOYEES OF THE DEPARTMENT
FROM	HEAD OF DEPARTMENT
SUBJECT	REMINDER ABOUT CODE OF CONDUCT IN RESPECT OF OTHER REMUNERATIVE WORK OUTSIDE PUBLIC SERVICE (RWOPS) AND DOING BUSINESS WITH AN ORGAN OF STATE
DATE	04 SEPTEMBER 2023

1. Reference is made to the attached Circular No. EIM/2016 dated 23 August 2016 from Department of Public Service and Administration (DPSA) regarding transitional arrangements in the Public Service Regulations, 2016: Conducting Business with an organ of state.
2. Please bring the contents of the attached circular to the attention of all employees of the Eastern Cape Department of Education.

DR A.S. NUKU

HEAD OF DEPARTMENT: EASTERN CAPE EDUCATION

DATE: 12/09/2023



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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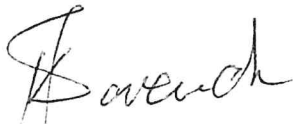
CIRCULAR NO. EIM 1/2016

TO: ALL HEADS OF NATIONAL DEPARTMENTS, OFFICES OF PREMIER, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

TRANSITIONAL ARRANGEMENTS IN THE PUBLIC SERVICE REGULATIONS, 2016: CONDUCTING BUSINESS WITH AN ORGAN OF STATE

1. The Minister for Public Service and Administration issued Public Service Regulations, 2016 (PSR, 2016) with effect from 1 August 2016.
2. In terms of transitional arrangements prescribed in Annexure 1 (2) of the PSR, 2016: "(2) An employee, who at the time of the coming into effect of these Regulations, conducts business with an organ of state or is a director of a company which conducts business with an organ of state, other than an employee who is in his or her official capacity a director of company listed in schedule 2 or 3 of the Public Finance Management Act, shall—
 - (a) within one month, disclose that the employee is conducting business with an organ of state or is a director of a company that conducts business with the organ of state;
 - (b) within six months—
 - (i) cease conducting business with the organ of the state or resign as an employee;
 - (ii) resign as a director of a company that conducts business with an organ of state or resign as an employee;
 - (b) if the employee does not resign within the six month period, the employee must submit proof that the employee has ceased conducting business or has resigned as a director of a company that conducts business with an organ of the state within a month of doing so."

3. The purpose of this circular is to draw the attention of Heads of Department (HOD) to these transitional arrangements and request the HOD to ensure that:
 - 3.1. By 31 August 2016 all employees who are conducting business with an organ of the state disclose such to the HOD. If the employee is an HOD, the disclosure should be made to the Executive Authority (EA). Attached is an example of a disclosure form;
 - 3.2. By 31 January 2017, all employees who are conducting business with an organ of state either resign as employees; or submit to the HOD (or in the case of an HOD, to the EA) proof that the employee has ceased conducting business; or has resigned as a director of a company that conducts business with an organ of the state; and
 - 3.3. This circular is brought to the attention of all employees.
4. Employees are encouraged to disclose in full, as the DPSA will perform an analysis thereof, which will guide the process further. Reporting measures in this regard will follow.
5. Your co-operation is appreciated.



 **DIRECTOR-GENERAL**

DATE:

23/08/2016



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
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8 September 2023

Ms.S.Maasdorp
Acting DDG: Corporate Services
Department of Education
Zwelitsha
Via email: sharon.maasdorp@ecdoe.gov.za

Dear Ms Maasdorp

RE: APPOINTMENT AS ACTING HOD FROM 11 SEPTEMBER 2023 TO 12 SEPTEMBER 2023 DIRECTION IN TERMS OF SECTION 32 OF PUBLIC SERVICE ACT, 1994 (AS AMENDED): DELEGATION OF FUNCTIONS/DUTIES AND RESPONSIBILITIES

In terms of section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to perform the function/duties and responsibilities assigned to the post of Head of Department with effect from 11 September 2023 to 12 September 2023. This assignment is additional to your current post of Acting DDG: Corporate Services.

In the performance of the assigned duties, please be mindful of all the appropriate legislation, prescripts, control measures and delegations that are applicable.

Kindly report on any decisions you have executed in terms of this delegated authority.

Please note that unless specifically authorised, you may not sub-delegate/assign any decision-making authority assigned to you.

Thank you for your ongoing support, cooperation, and the positive attitude you portray in the management of your responsibilities and functions.

Yours faithfully,

DR. S. NUKU
ACTING HEAD OF DEPARTMENT
DATE: 08/09/23



I, Sheras Measolemy..... accept this appointment as
Acting Head of Department for the period from 11 September 2023 to 12 September
2023. I am aware of the responsibilities and delegations attached to the post and will
give feedback of the decisions executed during the period above.

Sheras Measolemy
Name

ADDG : Corporate Services
Position

[Signature]
Signature

11/09/2023
Date