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To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Chairpersons of governing bodies

Short summary: *DPSA Directive on the Pre-entry Certificate for the Senior Management Service (SMS).*

Subject: Implementation of the pre-entry certificate for the Senior Management Service

1. The directive on compulsory capacity development, mandatory training days and minimum entry requirements for members of the senior management service (SMS) was introduced on 01 April 2015 and has been amended by the Department of Public Service and Administration.
2. With effect from 01 April 2020, the pre-entry course: **Certificate for entry into the SMS** will become a minimum requirement in the recruitment, selection and appointment process.
3. The pre-entry certificate will ensure that potential applicants for posts in the SMS understand the public service landscape with due regard to the competencies required for an SMS post.
4. The directive is applicable to:
 - 4.1 Employees applying for senior management posts; and
 - 4.2 Existing senior managers who wish to progress to higher levels within the SMS.
5. Further information on the pre-entry certificate is available on the attached annexure.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2020 -03 -10



the dpsa

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TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS

IMPLEMENTATION OF THE PRE-ENTRY CERTIFICATE FOR THE SENIOR MANAGEMENT SERVICE (SMS)

1. The Directive on compulsory capacity development, mandatory training days and minimum entry requirements for members of the senior management service (SMS) was introduced on 1 April 2015 and has been amended based on the continuous feedback received from departments during its implementation.
2. One of the minimum entry requirements for SMS is the pre-entry certificate as indicated under paragraph 10.3 of the Directive. It should be noted that the said requirement takes effect on 1 April 2020. The National School of Government in conjunction with the Department of Public Service and Administration have finalised the design and development of the on-line course for the certificate for entry into the Senior Management Service. There was also a pilot process which the Department of Public Service and Administration assisted with.
3. The name of the pre-entry course is ***Certificate for entry into the SMS*** and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
4. The individual applicant or user is expected to pay for the course and may enrol for it at a cost of R 265.00. This course is available for all potential applicants, including public and private sectors. The duration of the course is 120 hours.
5. Departments are required to ensure that the all SMS post advertisements in the media include the link above. The DPSA shall also ensure that the Public Service Vacancy Circular provides the said link for users to access.

6. For any further information related to the on-line course, please contact nyukela@thensg.gov.za .

Your co-operation is sincerely appreciated.



PROFESSOR R LEVIN
DIRECTOR-GENERAL

DATE: 29/11/19