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Strategic People Management Minute: 0005/2024

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Principals and all Public Service Staff

**Subject: New application forms and certificates for educators and public servants applying for permission to perform remunerative work outside the public service (RWOPS)**

1. Following Strategic People Management Minute 0001/2024, dated 23 January 2024, Circular 13/2024, dated 11 March 2024, was issued by the Department of Public Service and Administration in respect of approved Ethics Directives from the Minister for the Public Service and Administration and for implementation from 01 April 2024.
2. In terms of the Ethics Directives, the application forms and certificates for educators and public servants applying for permission to perform remunerative work outside the public service have been reviewed to streamline the application process and make it more efficient.
3. The revised application process includes the following:
  - 3.1 Application form for new applicants;
  - 3.2 Reapplication form (applicants whose working conditions did not change from their previous application);
  - 3.3 Certificate for approval;
  - 3.4 Confirmation letter for deemed approval (application that is approved after expiry period for approval); and
  - 3.5 Tools to guide people managers/supervisors and Ethics Officers when making recommendations to the executive authority.
4. Employees who sought approval to perform RWOPS and those who intend to perform RWOPS, must complete a new application form or a reapplication form and submit it to the following address:

Head: Education  
For attention: Director: Strategic People Management  
Western Cape Education Department  
Private Bag X9114  
CAPE TOWN  
8000

**OR**

Email: [RWOPS.Applications@westerncape.gov.za](mailto:RWOPS.Applications@westerncape.gov.za)

5. Employees whose RWOPS application for the current financial year has been approved prior to the publication of this minute are not required to reapply.
6. Kindly bring the contents of this minute to the attention of all employees under your supervision.

**SIGNED:** M CRONJE

**ACTING DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2024-04-29