



FOR PSA MEMBERS: DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES (DCDT)

29-04-2025

Feedback: DCDT policies for consultation

The employer presented the following draft policies to the policy task team for review:

Graduate an Internship Policy

The goal of the policy is to support the transformation of the public service and society through capacity building of interns, which will be done by exposing promising graduates to the public service environment as well as to possible career and work opportunities available in the public and private sectors.

Student Internship Policy

The policy aims to provide in-service training or experiential learning to students who completed the theoretical part of their studies at a recognised Institution of Higher Learning, however, needs experiential learning to assist them to obtain a qualification.

HIV & AIDS and TB Management

The goal of this policy is to demonstrate the department's commitment to managing the impact of HIV, AIDS, and tuberculosis among personnel and preventing future infections while guaranteeing quality service delivery.

Health and Productivity Management Policy

The policy's goals are to reduce the effect of illnesses and chronic illness in the workplace, to guarantee that lowering barriers to disease management remains a strategic focus in the department, and to actively engage employees in selfcare.

Wellness Management Policy

The policy creates an organisational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risks further to meet the wellness needs of employees of the department through preventative and curative measures.

PMDS Policy

The policy aims at managing employee's performance, development, probation, monitoring, and evaluation as well as allocation of rewards and other measures that may be prescribed by DPSA from time to time.

Job Evaluation Policy

The objective of this policy is to provide provisions regarding the job evaluation process, procedures, and requirements in the department to ensure proper management, monitoring, governance, decision making and compliance.

Recruitment and Selection Policy

The policy's objective is to establish a framework and guidelines for recruiting, selection, and employment procedures within the Department of Communications and Digital Technologies. Additionally, it establishes a framework of norms, standards, and measures to retain human capacity to ensure excellent organisational performance and ongoing delivery service, recruit and select human capital to achieve the DCDT's mandate and ensure that all role players consistently implement the policy as outlined.

Acting Allowance Policy

The policy ensures compliance and uniformity in acting appointments, as well as the provision of an acting allowance to eligible employees. The policy's aims include adhering to the prescripts outlined in the *Public Service Act* and Public Service Regulations as well as ensuring continuity and operational stability so that there is no vacuum that may compromise efficiency and effectiveness thereby resulting in poor service delivery.

Resettlement

The policy aims to meet its obligations towards employees in a cost-effective manner, while always ensuring compliance with all relevant Supply Chain Management (SCM) procedures.

Working Hours Policy

The policy aims to regulate the performance of overtime duties to create a conducive working environment that is supportive, flexible, and aimed at the achievement of the department's strategic objectives. The objective of this policy is to increase productivity and promote efficiency by providing working hours that are responsive to the working requirements of the employer, by providing measures according to which employees can be compensated for work performed outside of normal working hours. It further promotes consistency by implementing methods for dealing with concerns arising from additional work carried out outside regular working hours.

Draft policies with proposed changes will be circulated internally by the PSA chairperson. Members are requested to peruse the policy's and provide inputs by no later 5 May 2025 to ZMphye@dcdt.gov.za or patricia.hamese@psa.co.za.

Employees who want to join the PSA can visit the PSA website at www.psa.co.za or contact PSA Provincial Offices.

Reuben Maleka
GENERAL MANAGER