



Office of the Premier

North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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HUMAN RESOURCE ADMINISTRATION

Title of SOP		Secondments
SOP Number		
Purpose		The aim of the procedure manual is to document a set of explicit procedures to successfully accomplish the outputs of Human Resource Administration processes. This procedure manual is intended to be followed without deviation, and provides all the required details and decisions required to perform the Human Resource Administration processes. This document also provides for the uniform execution of processes, ensuring that every individual who performs the task does it in the same manner every time it is performed. The procedure manual also outlines the following: • Time frames • Individual who are responsible to execute the Human Resource Administration processes • Step by step guidance to the process The benefit of this procedure manual is that it shall ensure consistent performance of processes which will be followed with a minimal amount of expertise, knowledge or training

	and can be used to measure employee performance.
Scope	The study covers Functions namely: • Administer secondment of employees.
Responsibility	
Director General	Approval
Deputy Director General: Administration	Oversee the overall management of processes
Chief Director:	Oversee the management of processes
Director:	Oversees and endorses the management of processes
Deputy Director:	Manages the implementation of processes
Assistant Director	Supervise Implementation of processes
Senior/ Personnel Practitioners/ Registry clerk	Implementation of processes
Personnel/Directorates responsible for complying with SOP	Human Resource Administration

Procedure				
Functions	Process	Procedure	Responsibility	Time frame
Secondment	Process secondments	<u>Secondment-in/out</u> ▪ Request for secondment is received from receiving Department/ Request for secondment is submitted to the releasing Department; ▪ Confirmation of the availability of the post on the approved organizational structure consulted with the Minister and the relevant Provincial Treasury, for secondment into the Office (by receiving Department); ▪ Prepare submission to the delegated authority for approval (including letter to the Executive authority/HoD/ Delegate of the releasing Department to concur to the secondment, secondment agreement and approval letter to	Releasing/ Receiving Department Personnel Practitioner	Standard: Within 2 days of receipt

		the employee); The releasing Department is responsible to prepare the secondment agreement). ▪ Approved submission is then submitted to the releasing Department for approval and signature of the secondment agreement; ▪ Request for authorization and concurrence is prepared for submission to Provincial Treasury to unfreeze the position (including budget confirmation and completed motivation template for concurrence/ authorization, signed secondment agreement/ letter of concurrence by the releasing Department). Request for SL2-12 is delegated to the Director-General while SL 12-16 resides with the Premier; ▪ Approved letter is forwarded to the applicant for acceptance and confirmation of assumption of duty after obtaining authorisation;		
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		▪ Acceptance of Secondment by the employee is forwarded to the HoD of the releasing Department; ▪ Capture authorization code obtained from Provincial Treasury on PERSAL #3.3.24 and release position on #3.3.5 ▪ Capture secondment on #4.6.10, (only for secondments between government departments) ▪ Approval of transaction on PERSAL by Reviser on #6.8.20 ▪ Submit approved submission to Directorate: Financial Administration and Accounting for processing re-imbursement claim from receiving Department	Departmental PERSAL Controller Personnel Practitioner Snr. Personnel Practitioner/ASD Personnel Practitioner	
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Review	After five years and/ or as the need arise			
Contingencies	• Director			
Reference	• Public Service Act • Public Service Regulations, 2001 as amended • Employment Equity Act, 1998 • Skills Development Act, 1998 • Labour Relations Act, 1995 • Public Finance Management Act, 1999			
Definitions (Define words or acronyms)	AP		Action plan	
	DG		Director General	
	DDG		Deputy Director General	
	DIR		Director	
	DD		Deputy Director	
Attachments	• Budget confirmation template; • Request for concurrence/ authorization to Provincial Treasury template			
History of Change	No changes			

DIRECTOR: HUMAN RESOURCES MANAGEMENT

SIGNATURE 

DATE 21/11/2024

RECOMMENDED:

CHIEF DIRECTOR: CORPORATE MANAGEMENT

SIGNATURE



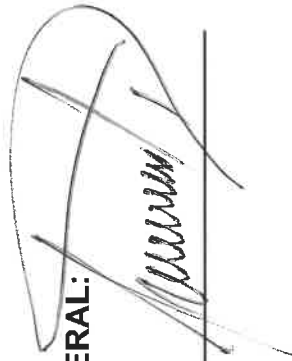
DATE

22/11/2024

APPROVED:

DIRECTOR-GENERAL:

SIGNATURE



DATE
