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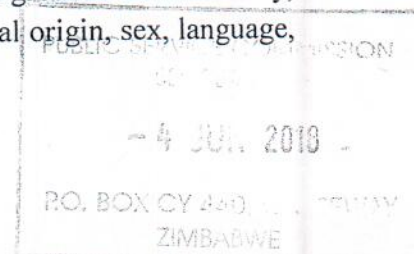
TO: All Heads of Ministries

**THE PRINCIPAL APPOINTMENT, PERFORMANCE ADVANCEMENT,
REGRADING, TRANSFER, PROMOTION AND TRAINING PROCEDURES IN
THE PUBLIC SERVICE**

The Public Service Commission approves with Treasury concurrence that the following Appointment, Performance Advancement, Regrading, Transfer, Promotion and Training Procedures (herein after called the Principal Procedures) be implemented with effect from 1 June 2018.

1. APPOINTMENT

- a) All appointments to entry and promotional posts into the Public Service shall be made by the Public Service Commission subject to the availability of funded vacant posts and Treasury Concurrence.
- b) All candidates to be appointed into the Public Service shall be selected from a list of candidates provided by the Public Service Commission.
- c) The appointment of such candidates shall be made after considering recommendations from the Recruitment Committees following interviews.
- d) All appointments shall:
 - i) have regard to the merit principle, ability, objectivity, fairness, equality of men and women and the inclusion of persons with disabilities. Preference should be given to the person who is the most suitably and appropriately qualified for appointment to the office, post or grade concerned; and
 - ii) guarantee that there is no discrimination on the grounds of nationality, race, gender, tribe, place of birth, ethnic or social origin, sex, language,

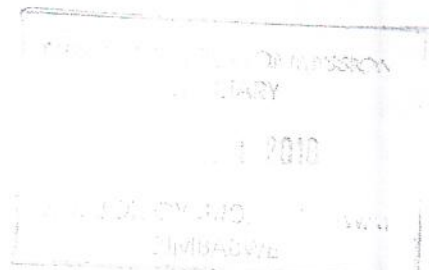


class, religious belief, opinion, custom, culture, marital status, age, pregnancy, disability, economic or social status and color.

- e) A member appointed on pensionable conditions of service shall serve a probationary period of not less than one year.
- f) After completion of the probationary period a performance assessment shall be conducted and submitted by the Head of Ministry for confirmation by the Public Service Commission.
 - i) If the member's performance is appraised to be satisfactory, such member shall be deemed to have been confirmed in that grade; or
 - ii) If the member's performance is not satisfactory, the Public Service Commission, may take such action as extending the probation period, or reverting to original grade.

2. CRITERIA

- a) The minimum entry qualification into the Public Service shall be 5 'O' levels at grade 'C' or better including English Language and computer literacy, except for posts that are specifically designated in a Public Service Commission Circular.
- b) The candidate to be considered for the filling of a post shall be required to be conversant in any officially recognized languages of Zimbabwe.
- c) The candidate to be considered for any promotional post shall possess requisite qualifications, experience and competencies.
- d) The candidate to be considered for the filling of an entry level and/or promotional post shall, in addition to the minimum entry qualification, possess recognized requisite qualifications for the post whether the appointment is on contract or on pensionable conditions of service.
- e) The candidate to be considered for the filling of an entry level or promotional post shall sit and pass Psychometric assessment tests and interviews administered by the Public Service Commission.
- f) All members to be considered for appointment to serve in a Foreign Mission shall demonstrate proficiency in any language recognized in the United Nations system other than English.



3. QUALIFICATIONS, SUB-GRADE AND STARTING SALARY

a) The qualification and the starting salary shall be as follows:

<u>Qualification</u>	<u>Starting Salary</u>
i) Basic entry qualification	bottom salary step of the grade.
ii) Basic entry qualification plus at least 3 years relevant experience	2 nd salary step from bottom of the grade
iii) Any other recognized relevant higher qualification.	2 nd salary step from the bottom of the grade
iv) Any other recognized relevant Higher qualification plus at least 3 years relevant experience.	3 rd salary step from the bottom of the grade

b) The salary steps and salary scales shall be as per the prevailing key scale.

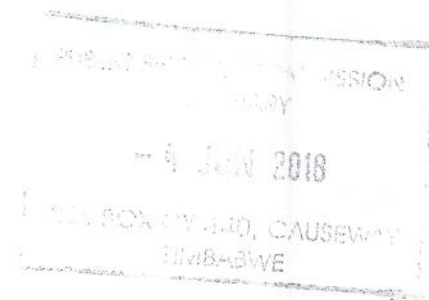
c) The Public Service Commission shall determine the entry grade and salary for holders of doctorate degrees.

4. RE-INSTATEMENT

a) Any reinstatement into the Public Service after termination, whether such termination was made erroneously or not, or whether such reinstatement arises from a Court Order or other circumstances, shall first be referred to the Public Service Commission for consideration.

b) Any unauthorized re-instatement of a member shall be nullified by the Public Service Commission.

c) Disciplinary action shall be taken against any member who authorizes re-instatements without Public Service Commission approval. Any amount paid to the re-instated member shall be recovered from the member who authorized the re-instatement



5. TRANSFER AND REGRADING

All transfers and regradings in the Public Service shall be approved by the Public Service Commission.

1. Transfers

- a) All transfers in the Public Service shall be made by the Public Service Commission.
- b) A member may be transferred when he/she moves from one post to any other post in the Public Service, whether the post is inside or outside Zimbabwe.
- c) A member in the Public Service may be transferred from one station to another by the Public Service Commission in consultation with Head of Ministry.
- d) Where a member has been transferred by the Public Service Commission, the member shall be entitled to a disturbance allowance subject to availability of funding.
- e) Where a transfer has been initiated by a member, the member shall make an undertaking in writing accepting such conditions applicable to the post. A member shall not claim for loss of benefits.
- f) Transfers of members from approved Services to the Public Service and vice versa shall be approved by the Public Service Commission.
- g) Any transfers in the same locality which do not result in relocation can be made with immediate effect.
- h) In the case of a member who is re-deployed to a Foreign Mission resulting in the member taking up responsibilities of a lower grade, such a member shall make an undertaking in writing accepting the lower grade.

2. Regrading

- a) A member is regraded when he/she moves from one category or group of functions whether within the same or another Ministry or Department.
- b) Regrading may be initiated by either the Public Service Commission, Head of Ministry or the member.

- c) Where the regrading is initiated by the member it shall have the recommendation of the Head of Ministry.
- d) Regrading of a member shall be on the basis of attaining requisite qualifications, satisfactory performance and passing of oral and written interviews where applicable.
- e) Upon regrading, the member shall be required to serve a period of not less than one year on probation, after which;
 - i) If the member's performance is appraised to be satisfactory, such member shall be deemed to have been confirmed in that grade by a written authority; or
 - ii) If the member's performance is not satisfactory, the Public Service Commission may take such action as extending probation period, or reverting to original grade, through a written authority.

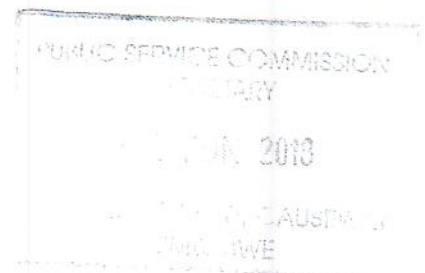
3. Regrading and Transfer

- a) A member is regraded and transferred when he/she moves from one category or group of functions to another different category whether within the same Ministry/Department or outside Zimbabwe.
- b) Regrading and Transfer may be initiated by either the Public Service Commission, Head of Ministry or the member.
- c) Where the regrading is initiated by the member it shall have the recommendation of the Head of Ministry.
- d) Regrading and transfer of a member shall be on the basis of attaining requisite qualifications, satisfactory performance and passing of oral and written interviews where applicable.
- e) Where a member moves from one category or group of functions to another different category, the member shall be required to serve a period of not less than one year on probation, after which;
- f) If the member's performance is appraised to be satisfactory, such member shall be deemed to have been confirmed in that grade; or
- g) If the member's performance is not satisfactory, the Public Service Commission may take such action as extending the probation period, or reverting to original grade.

- h) Regrading and transfers of members from approved Services to the Public Service and vice versa shall be approved by the Public Service Commission.
- i) The starting salary of members regraded and transferred from other Approved Services shall be determined by the Public Service Commission based on the members' requisite qualifications, competencies and relevant experience.

6. **SECONDMENT**

- a) A member may at any time be seconded by the Public Service Commission to a post in an Approved Service for a period not exceeding three years.
- b) All secondments shall be approved by the Public Service Commission on the recommendation by the Head of Ministry.
- c) A member is eligible for secondment after serving Government for at least six years.
- d) Eligibility for secondment shall be sixty years and below.
- e) Any extension of contract of secondment shall not exceed retirement age of the member.
- f) Any extension of Secondment contract shall be initiated by the member three months before expiry of the contract in order for it to be considered by the Public Service Commission".
- g) The Commission shall not consider applications that come after the member has already assumed duty.
- h) The terms and conditions of service of a member while on secondment shall, subject to any policy directive issued by the Public Service Commission, be governed by the contract between the member and Approved Service.
- i) A member who, having been seconded from the Public Service to an Approved Service :-
 - i) resigns there from; or
 - ii) is deceased or



- iii) is discharged on account of misconduct or on the grounds that he is unfit or incapable of performing efficiently the duties of his post; shall be deemed to have resigned, died, retired or been discharged from the Public Service in similar circumstances with effect from the date that he resigned or was discharged from the Approved Service unless the Commission reinstates that person in the Public Service with effect from the day following the said date.

7. ATTACHMENT

- a) A member may at any time be attached by the Public Service Commission to a post in an Approved Service for an initial period not exceeding one year.
- b) All attachments shall be approved by the Public Service Commission on the recommendation by the Head of Ministry.
- c) A member is eligible for attachment after serving Government for at least two years.
- d) Any extension of contract of attachment shall not exceed retirement age of the member.
- e) Extension of attachment periods shall be considered by the Public Service Commission three months before the expiry of the contract.'
- f) The Commission shall not consider applications that come after the member has already assumed duty.
- g) The terms and conditions of service of a member while on attachment shall, subject to any policy directive issued by the Public Service Commission.
- h) A member who, having been attached from the Public Service to an Approved Service :-
 - i) resigns there from; or
 - ii) is deceased or
 - iii) is discharged on account of misconduct or on the grounds that he is unfit or incapable of performing efficiently the duties of his post; shall be deemed to have resigned, died, retired or been discharged from the Public Service in similar circumstances with effect from the date that he resigned or was discharged from the Approved Service unless the

Commission reinstates that person in the Public Service with effect from the day following the said date.

8. **PERFORMANCE ADVANCEMENT**

- a) A member is advanced, within the grade or from one grade to another, after having satisfied the performance standards set by the Public Service Commission.
- b) All performance advancements shall be validated and approved by the Public Service Commission.

1. **PERFORMANCE ADVANCEMENT WITHIN GRADES FOLLOWING COMPLETION OF ONE YEAR SERVICE IN THE GRADE**

- a) A member may be advanced and awarded one notch when he/she has successfully completed one year service in the grade and has shown good work performance.
- b) In case of members who are eligible to be advanced within and are in a substantive without a performance grade, these members should be advanced in that substantive sub-grade.
- c) In case of members who are eligible to be advanced within and are in a substantive grade with performance grade(s), those members have to be advanced to the next performance grade that comes after that substantive grade.

2. **PERFORMANCE ADVANCEMENT TO THE NEXT SUBSTANTIVE SUB-GRADE**

- a) Upon satisfactory performance, a member is eligible to be advanced to the next higher substantive sub grade after completing two years and placed on the bottom salary step of the higher grade.
- b) A member may be paid a performance award determined by the Public Service Commission from time to time based on their performance level as determined by the Performance Management System for each performance cycle.
- c) Members within a substantive sub grade without other sub grades, upon satisfactory performance are eligible to be advanced to the next substantive sub grades.



3. PARALLEL PROGRESSION

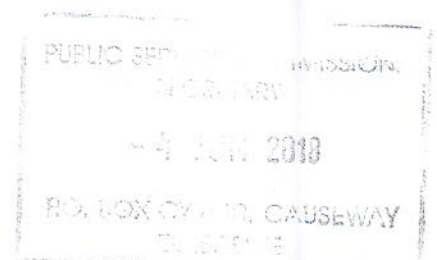
- a) Parallel progression will apply in the case where a member has shown exceptional work performance and has reached the maximum salary step of the highest performance advancement grade.
- b) Members who are eligible for parallel progression shall be advanced subject to approval by the Public Service Commission.
- c) A member who has reached the ceiling of the highest performance advancement grade may be advanced to the bottom salary step of the next higher grade which is parallel to the promotional grade when the member has successfully completed a year's service on the ceiling; has shown exceptional work performance; and has passed prescribed assessment examinations, training courses and interviews where applicable.
- d) A member may be advanced salary notch by notch within the parallel progression scale when he or she successfully completes a year's service on each salary step;

9. MEASURES TO BE TAKEN AGAINST UNSATISFACTORY PERFORMANCE.

- a) If a member fails to satisfy the minimum set standard performance criteria at the conclusion of the performance cycle, the Head of Ministry, shall recommend appropriate action to be taken for the Public Service Commission's approval as stipulated in the Public Service Regulations.

10. PROMOTION

- a) In order to be promoted, a member shall have successfully completed at least two years in the substantive grade below the promotional grade, shown satisfactory work performance, possess relevant qualifications, passed promotion interviews and examinations where applicable.
- b) A member who is promoted shall be required to serve a probationary period of one year after which a member shall be confirmed in writing by the Public Service Commission subject to satisfactory performance.



- c) A promoted member whose performance is unsatisfactory shall have his or her promotion dealt with within the probationary period in terms of conditions attached in the Public Service Regulations.
- d) A member -
 - i) facing disciplinary proceedings shall not be considered for promotion until such proceedings are finalized; and
 - ii) on manpower development leave in excess of one year which takes the member away from workstation shall not be considered for promotion during the period of such leave.
 - iii) upon promotion, shall assume duty at the promotion station within the period specified in the promotion letter.

11. HUMAN RESOURCES PLANNING AND DEVELOPMENT

- a) Heads of Ministries shall be required to develop and submit Human Resources Development Plans for Public Service Commission approval.
- b) Heads of Ministries shall ensure that Human Resources Development programmes designed to equip Public Servants with skills, knowledge, attitudes and competencies that enable them to perform efficiently and effectively. The programmes shall be offered by the Public Service Training Institutes and any other institutions approved by the Public Service Commission.
- c) The Public Service Commission shall ensure that members undergo examinable mandatory courses as stipulated in the relevant specific Appointment, Performance Advancement, Regrading, Transfer, Promotion and Training Procedures, Zimbabwe Public Service Training and Development Policy and other relevant specific courses approved by the Commission.
- d) The Public Service Commission shall grant and approve manpower development leave to members of the Public Service whether local or foreign, determine the types of courses after satisfying itself that the skills and competencies to be acquired meet the needs of the Public Service.

- e) The Public Service Commission shall not approve manpower development leave for members who are offered scholarships after applying on their own initiative.
- f) All bilateral scholarship offers and training programmes obtainable in Local or foreign training institutions shall be submitted to the Public Service Commission for consideration.
- g) Heads of Ministries are encouraged to include foreign language training in their human resources development plans.

12. DEPARTURE

- a) The Commission may, at any time, depart from or authorize a departure from any provision of this circular where necessary, provided such a departure or authority is not inconsistent with the Public Service Act and the Public Service Regulations, or will not result in a substantial miscarriage of justice or unfair labour practice.

13. COMPLIANCE

- a) The implementation of this circular shall be in compliance with the Constitution of Zimbabwe, the Public Service Act and the Public Service Regulations.

14. REPEAL

- a) Any circulars or general letters relating to appointment, performance advancement, regrading, transfer, promotion and training procedures in service, which were in force and had an effect in relation to members before the date of commencement of this circular shall be deemed cancelled/repealed with effect from the date of implementation of this circular provided existing sector specific procedures have been amended in conformity with the provisions of these Principal Procedures.

15. INTERPRETATION

- a) The interpretation of this circular rests with the Public Service Commission.

16. CANCELLATION

- a) This Circular cancels and replaces Commission Circular Number 12 of 2004 and Circular No. 16 of 2004 both dated 30 August 2004



P. SUNGURO (MRS)
SECRETARY
PUBLIC SERVICE COMMISSION

