

Correspondence should not be addressed to individuals



PUBLIC SERVICE COMMISSION
SOCIAL SECURITY CENTRE
P O Box CY 440
HARARE

Telephone: 700881-3/793936/706066
700234

ZIMBABWE

REF: A/25/305

24 January 2022

CIRCULAR NUMBER 5 OF 2022

Deputy Chief Secretary to the President and Cabinet
Office of the President and Cabinet
Dr. M. Rushwaya

Secretary for Finance and Economic Development
Mr. G.T. Guvamatanga

Secretary for Environment, Tourism and Hospitality Industry
Mr. M. Munodawafa

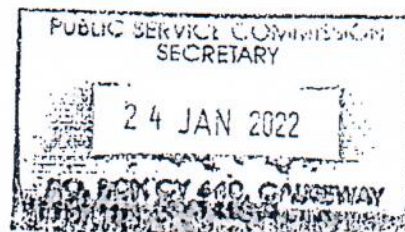
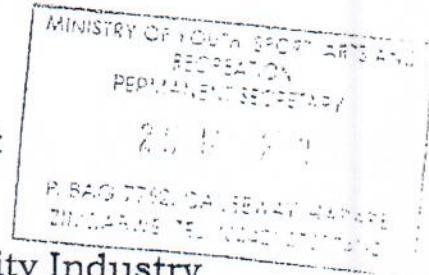
Secretary for Justice, Legal and Parliamentary Affairs
Mrs. V. Mabiza

Secretary for Youth, Sport, Arts and Recreation
Dr. T. Chitepo

Secretary for Foreign Affairs and International Trade
Ambassador J. Manzou

Secretary for Higher and Tertiary Education, Innovation, Science
and Technology Development
Prof. F. Tagwira

Secretary for Mines and Mining Development
Mr. O.M. Moyo



Secretary for Energy and Power Development
Dr. G. Magombo

Secretary for Information, Publicity and Broadcasting Services
Mr. N. Mangwana

Secretary for Primary and Secondary Education
Mrs. T. Thabela

Secretary for Industry and Commerce
Dr. M. Sibanda

Secretary for Defence and War Veterans Affairs
Ambassador M.G. Marongwe

Secretary for Public Service, Labour and Social Welfare
Mr. S. Masanga

Secretary for Local Government and Public Works
Mr. Z.R. Churu

Secretary for Home Affairs and Cultural Heritage
Mr. A. D. T. Nhepera

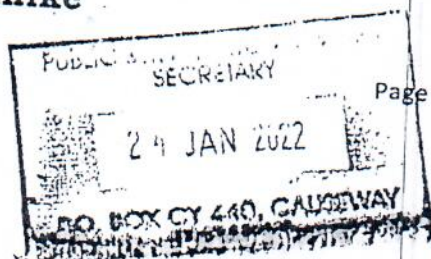
Secretary for Lands, Agriculture, Water and Rural Resettlement
Dr. J. Basera

Secretary for Transport and Infrastructural Development
Engineer T. K. Chinyanga

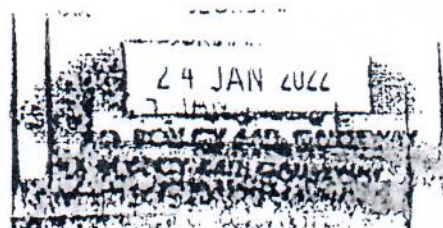
Secretary for Health and Child Care
Dr. J. Chimedza

Secretary for National Housing and Social Amenities
Eng. J. P. Makumbe

Secretary for Women Affairs, Community, Small and Medium
Enterprise Development
Mr. M. Mhike



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Acting Secretary for Information Communication Technology and
Courier Services
Dr. B. Chirume

SECONDMENT OF MEMBERS TO APPROVED SERVICE

1. Introduction

1.1 In terms of Section 14 (1) of the Public Service Regulations, 2000, as amended, a member may be seconded by the Commission at any time with his consent to an approved service. "Approved Service" in this respect refers to other Governments, International Organizations such as the United Nations, the African Union and the Southern Africa Development Community (SADC), parastatals, local authorities and any other bodies established in terms of the Constitution of Zimbabwe or an Act of Parliament but not forming part of the Public Service.

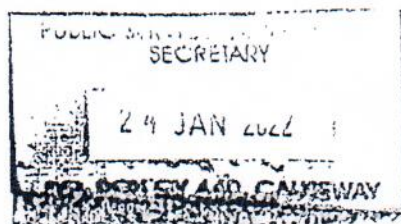
1.2 Secondment of members is intended to give them an opportunity for professional development through gaining new skills or developing already existing skills in a new context.

2. Period of Secondment

2.1.1 Members shall be seconded for a maximum period of three years.

2.1.2 Applications for extension of secondment period should be accompanied by a detailed evaluation report prepared by the Head of Ministry on the initial secondment period.

2.2 On annual basis, Heads of Ministries should update the Commission on the continued relevance of the secondment programme.



3.0 Eligibility for Secondment

3.1 All secondments shall be approved by the Public Service Commission. Applications that are received after the member has already assumed duty and also those initiated by members shall not be considered.

3.2 Applications should be submitted at least four weeks before the expected date of assumption of duty.

3.3 Members recommended for secondment shall have served Government for at least six years and be sixty years and below.

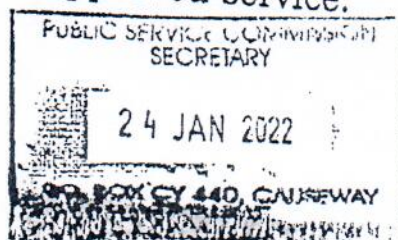
3.4 Members that are nearing retirement and those that may reach retirement age whilst on secondment are ineligible for secondment.

3.5 A member may apply for extension of secondment period only once and at least 3 months before the expiry of the initial secondment period.

4.0 Termination of Secondment

4.1 A member who, having been seconded from the Public Service to an Approved Service:-

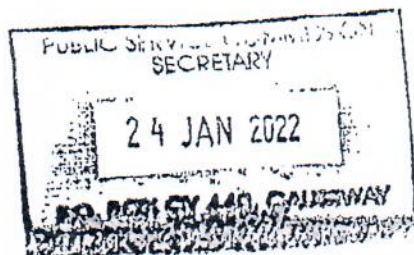
- ✓ resigns there from; or
- ✓ is deceased or
- ✓ is discharged on account of misconduct or on the grounds that he is unfit or incapable of performing efficiently the duties of his post; shall be deemed to have terminated service from the Public Service with effect from the date he/she resigned, retired or was discharged from the approved service.



- 4.2 Members who fail to report for duty after the expiry of their secondment period shall be deemed to have resigned.

5.0 Conditions of Service whilst on Secondment

- 5.1 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 the Approved Service.
- 5.2 The salary and allowances of the seconded member shall be determined and paid by the organisation to which the member is seconded.
- 5.3 The organisation to which the member is seconded shall pay the employers' contribution in respect of Medical Aid at a rate equal to that paid by the Government for members of the Public Service. If the organisation is not prepared to meet this obligation, then the seconded member should make arrangements to pay the contributions if he/she wishes to be covered by the Medical Aid Society to which the Government subscribes.
- 5.4 The organisation to which the member is seconded shall pay the employer's contribution in respect of pension at a rate equal to what Government would have paid had the member remained in the Public Service.
- 5.5 If no arrangements are made to pay monthly pension contributions during the period of secondment, the contributions shall be treated as assessed arrears and the member shall be required to pay both the employer and employee contributions at the expiry of secondment.



6. **Other Conditions**

- 6.1 The organisation to which the member is seconded shall be required to reimburse Government for any payments which the member may become entitled to through illness or injury. Such compensation payments shall continue after the secondment has expired unless it is agreed between the organisation and the Government that the liability be liquidated by the payment of an agreed cash sum to the Government of Zimbabwe.
- 6.2 The member and the organisation should agree to the conditions set above in writing. A copy of the agreement should be submitted to the Commission for its records.
- 6.3 Posts left vacant by members on secondment should be filled so that service delivery is not compromised. At the end of the secondment period, members may be redeployed to vacant posts.
- 6.4 This Circular cancels and replaces Circular Number 9 of 2002.
- 6.5 The interpretation of this Circular rests with the Public Service Commission.


W. MPANDAWANA
ACTING SECRETARY
SECRETARY

PUBLIC SERVICE COMMISSION

Copied to:

Chairperson, Public Service Commission
Heads of Agencies

