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ZIMBABWE

Circular No 14 of 2023

18 September 2023

TO ALL HEADS OF MINISTRIES



GUIDELINES ON ACTING APPOINTMENTS IN THE PUBLIC SERVICE

1. Definition

- 1.1 **'Acting'** means when a member temporarily assumes the responsibilities of a vacant higher-level position, requiring greater professional responsibility and competence.
- 1.2 **'Acting allowance'** means the additional remuneration payable to a member appointed to act for another or in a vacant post.
- 1.3 **'Responsibility allowance'** is payable where a member undertakes some of the duties of a post which is two levels higher than his/her present grade.

2. Procedure for appointing members to acting positions

- 2.1 When a promotional post falls vacant or when a member is on authorised leave, the Head of Ministry/Department/Station is required to appoint a member to act.
- 2.2 When selecting a candidate for an acting position, where a member is absent from duty for a specific period, the Head

of Department/Station shall make recommendations and the acting appointment is subject to confirmation by the District or Provincial Recruitment Committee.

- 2.3 Acting appointments shall be on merit taking into consideration performance, qualifications and experience. Only members who are eligible for promotion shall be considered for acting.
- 2.4 At the end of the acting period, a member will revert to their previous duties and stations prior to the appointment to act.

3. Role of the Head of Department/Stations

- 3.1 Declare the vacant promotional post(s) to the Human Resources department immediately.
- 3.2 Identify and makes recommendations of possible members who are eligible for promotion to be considered for acting capacity.

4. Role of Human Resources

- 4.1 Keep a record of all vacant promotional posts.
- 4.2 Maintain a database of members acting. This also includes minutes or letters proving that a member has been duly appointed to act.
- 4.3 Liaise with Heads of Department on possible member(s) to act in the vacant positions.
- 4.4 Invite applicants who are interested in acting.
- 4.5 Facilitate the assessment process in order to identify the ideal member, basing selection on performance and disciplinary record.
- 4.6 Promote equal opportunity and diversity when selecting the acting member.
- 4.7 Seek Head of Ministry's approval on the recommended member for Deputy Director post and above.



- 4.8 Submit applications for payment of acting allowance to Salary Service Bureau within thirty (30) days after acting.
- 4.9 Facilitate the process of filling the posts within 6 months.

5. Role of head of Ministry

- 5.1 Ensure there is a transparent system in appointing members to act.

6. Filling the post permanently

- 6.1 Every effort should be made to fill the vacant position within six (6) months so that the acting assignment is minimised.
- 6.2 The position should be advertised to ensure that all eligible candidates are aware of the vacant post.

7. Sanctions

- 7.1 There shall be sanctions and consequences for failing to make an acting appointment, delaying in paying acting allowance and failing to facilitate the filling of the vacant posts.

8. Requirements for submissions of applications for payment of acting and Responsibility allowances

- 8.1 Ministries are required to submit information to the Paymaster, Salary Service Bureau in the format indicated in **Annexure A**.

9. This circular cancel and replaces Circular No. 9 of 2000.

10. The interpretation of this Circular rests with the Public Service Commission.


DR. T. R. CHORUMA
SECRETARY
PUBLIC SERVICE COMMISSION

Copy: Paymaster, Salary Service Bureau
General Manager, Provincial Coordination
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