

Correspondence should not be addressed to individuals



PUBLIC SERVICE COMMISSION  
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**ZIMBABWE**

**REF: B/C/33/2022**

**Circular No. 12 of 2022**

25 April 2022

Deputy Chief Secretary for Administration, Finance and Human Resources  
Office of the President and Cabinet

**Dr. M. Rushwaya**

Auditor General

**Mrs. M. Chiri**

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 Development  
**Dr. J. Basera**

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

Secretary for Health and Child Care  
**Air Commodore (Dr.) J. Chimedza**

Secretary for National Housing and Social Amenities  
**Engineer J. P. Makumbe**

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

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



**PROCESSING OF APPOINTMENTS/ REAPPOINTMENTS/ LATERAL TRANSFERS/ TRANSFER AND REGRADING: SERVICE-WIDE**

In an effort to improve efficient service delivery by line Ministries, the following are the guidelines for submitting requests for the Commission's consideration:

**1. Reappointments**

All applications for reappointments should be consolidated and submitted every last week of the month with the following attachments:

- a) Academic certificates
- b) Birth Certificates and Identity Card (copy)
- c) Professional Certificates
- d) Termination Advice
- e) Two Testimonial Letters
- f) Detailed Curriculum Vitae

**2. Filling of attrition posts**

In terms of the Public Service Commission's General Letter referenced E/23/6/885, dated 5 July 2021, all posts which fall vacant should be filled within the financial year. In view of this, all attrition posts after considering lateral transfers/ transfer and regradings should be consolidated and submitted for the Commission's consideration every fortnight.

Chief Directors/ Directors, Human Resources should submit lists of any members who have attained higher professional qualifications and wish to be considered for transfer and regrading at the end of every month using the format indicated below:

Name and E.C. No.	Designation and Station	Attained qualifications	Contact Details

Please note that all requests to fill promotional posts should clearly state how and when the posts fell vacant.





### **3. Lateral transfers/ transfer and regrading**

#### **3.1 Lateral transfers to Provincial Offices and Head Office for entry level posts**

It is important that members with relevant competencies should be assessed to fill posts, be they at Head offices or at Provincial offices. Vacant posts at Provincial and Head Offices should be advertised service-wide and members should be assessed by the Staff Advisory Committees provided for by Section 4(1) of the Public Service Regulations, 2000. A representative of the Public Service Commission should participate in the assessment exercise. Recommendations should be consolidated and submitted for the Public Service Commission's consideration every first week of each new month, accompanied by the following:

- assessment minutes;
- proof of the existence of a vacant post;
- the plans to fill the resultant vacant post.

#### **3.2 Lateral transfers to district offices for entry level posts**

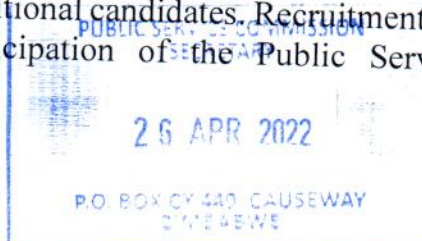
The Ministries' District Offices should maintain a database of members who wish to transfer into the respective districts. The District Recruitment Committees will convene every month and be guided by the principle of first-come-first-served in deploying members. The final recommendations should be submitted by the Ministries' and Public Service Commission Provincial Heads after checking the following:

- justification for the proposed transfers
- proof of the existence of a vacant post
- the plans to fill the resultant vacant post.

Heads of Ministries shall approve the final recommendations and submit the information to the Secretary to the Public Service Commission, with a copy to Salary Service Bureau for processing.

#### **3.3 Transfer and regrading**

Members who wish to be considered for transfer and regrading should undergo a competitive selection process. In view of this, after all lateral transfers have been considered, attrition posts shall be advertised service-wide by the Heads of Ministries to attract members who wish to be considered for transfer and regrading. At least three candidates should be considered per posts. In the event that, the advertisement fails to attract adequate applicants, requests should be made to the Commission for additional candidates. Recruitment Committees shall convene interviews with participation of the Public Service Commission



representatives. Recommendations shall be appended by the Heads of Ministries and submitted for Commission's consideration every first week of the new month with the following:

- interview minutes
- proof of funding
- the plans to fill the resultant vacant post
- proof of qualifications of interviewed members
- proof of manpower development leave or declaration of studies of interviewed members where applicable.

**N.B** When considering requests for transfers for exceptional cases, special attention should be given to health conditions of members supported by medical records and members living with disability.

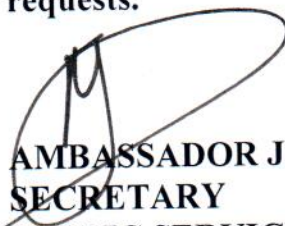
#### **4. Requests for Public Service Commission representatives when conducting interviews**

Chief Directors/ Directors, Human Resources should submit a schedule for all interviews they intend to conduct in a particular month, every first week of the month for planning purposes.

#### **5. Submission of Human Resources Returns**

Human Resources returns for the previous month should be submitted by the 7<sup>th</sup> day of each month through Human Resources Management Information System (HRMIS). The Public Service Commission will not process any appointments, transfer and regrading if up to date returns are not submitted.

**NB-** All requests should be submitted as consolidated list not as individual requests.

  
**AMBASSADOR J. WUTAWUNASHE**  
**SECRETARY**  
**PUBLIC SERVICE COMMISSION**

Cc    Head, Human Capital Development and Management  
      General Manager, Payroll Management  
      General Manager, Organizational Development and Management  
      Provincial Coordinators, PSC  
      General Manager, Talent Management  
      Partner, Talent Acquisition.



**PUBLIC SERVICE COMMISSION**