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To: Deputy Directors-General
Chief Directors
Directors at Head Office
District Directors
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HRM CIRCULAR NO. 25 of 2022

DIRECTIVE FOR THE IMPLEMENTATION OF THE ORGANISATIONAL FUNCTIONALITY ASSESSMENT (OFA)

In terms of the Public Service Regulations 2016, Regulation 35: *“An Executive Authority shall conduct an OFA, as directed by the Minister, to assess the effectiveness of a department’s internal systems and processes and submit the report to the Minister on such date and format as directed by the Minister.”*

OFA is the systemic analysis of organisational functionality measured against:

- Capacity to deliver
- Resource utilisation and deployment
- Institutionalised systems, policies and processes

The Department has completed the OFA Pilot Project in collaboration with the Department of Public Service and Administration (DPSA), which commenced in July 2021. The overarching aim of the pilot project was to test the efficacy of the OFA toolset.

Based on the experiential knowledge gained from the pilot project and to give effect to the Public Service Regulation Chapter 35, the DPSA has issued a directive to all National and Provincial Departments on Organisational Functional Assessment in the Public Service via Circular No. 20 of 2022.

In accordance with the directive the Department will be required to:

- Conduct an assessment of its organisational functionality utilising the prescribed OFA toolset every three years.
- Submit the OFA Report with findings and recommendations together with an implementation plan to the Minister of Public Service and Administration and the Premier: KZN Provincial Administration.



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- Monitor the implementation of the improvement plan.
- Submit six monthly reports on the status of conducting OFA as well as progress with implementation of the improvement plan to the Minister.

Kindly bring the contents of this circular to the attention of all staff.

The following documentation is attached:

- (a) Circular No. 20 of 2022
- (b) Directive on OFA
- (c) OFA Implementation Guide
- (d) OFA Toolkit and
- (e) OFA Reporting Template

Mr GN Ngcobo
Head of Department
KZN Department of Education

8/6/22
Date