

PUBLIC SERVICE REGULATIONS, 2001

(Government Notice No. R. 1 of 5 January 2001)

as amended by

Government Notice No. R. 441 of 25 May 2001 with effect from 1 May 2001

Government Notice No. R. 753 of 7 June 2002 with effect from 7 June 2002

Government Notice No. R. 838 of 14 June 2002 with effect from 17 June 2002

Government Notice No. R. 840 of 21 June 2002 with effect from 21 June 2002

Government Notice No. R. 1346 of 1 November 2002 with effect from 1 January 2003)

CHAPTER 1

PART VII. PROCEDURES FOR APPOINTMENT, PROMOTIONS AND TERMINATION OF SERVICE

A. PRINCIPLES

Employment practices shall ensure employment equity, fairness, efficiency and the achievement of a representative public service. Affirmative action shall be used to speed up the creation of a representative and equitable public service and to give practical support to those who have been previously disadvantaged by unfair discrimination to enable them to fulfil their maximum potential. Employment practices should maximise flexibility, minimise administrative burdens on both employer and employee, and generally prevent waste and inefficiency.

B. CONDITIONS FOR APPOINTMENT

B.1 General

An executing authority-

- (a) may appoint employees on a permanent or temporary basis, either full-time or part-time;
- (b) may, where the employment is temporary, appoint an employee under a special contract, on a casual basis or on a sessional basis;
- (c) may not appoint any person under the age of 16 years;
- (d) shall determine the health requirements for incumbency of a post, in any case where it is in the requirements of the post;
- (e) may appoint a casual employee for a period not exceeding 12 months;
- (f) shall require an employee to be subjected to security clearance only where the duties attached to the post are such as to make security clearance necessary; and
- (g) shall ensure that each employee upon appointment, is provided with a written contract of employment, including the terms and conditions of her or his service.