

# Directive 7

## DELEGATION OF AUTHORITY TO RECRUIT IN PUBLIC SECTOR ENTITIES

Issued on the 23 January 2014 by the Principal Permanent Secretary in terms of the Public Administration Act.

### 1. APPLICATION OF THIS DIRECTIVE

1.1. This Directive applies to all Public Administration organisations which are not government departments, and which have a distinct legal personality and are authorised by law to recruit and enter into contracts (herein referred to as "Public Sector entities") and to their respective Permanent Secretaries.

### 2. DELEGATING THE AUTHORITY TO RECRUIT

2.1. The availability of human resources, whose skills and competences match organisational requirements, is key to ensuring optimal entity performance. In this regard, recruitment procedures applicable to Public Sector entities are being simplified and streamlined, with a view to securing a more efficient, effective and timelier recruitment process, reduce bureaucracy, streamline administrative processes and promote the principle of subsidiarity.

2.2. By virtue of this Directive, once a Public Sector entity has obtained the necessary approvals from the Ministry for Finance (MFIN) and the Public Administration Collective Bargaining Unit (PACBU) within the Public Administration Human Resources Office (PAHRO), the Public Sector entity will no longer be required to seek PAHRO's approval when recruiting in a position which already exists within the entity. Such approval is hereby being delegated to the Permanent Secretary responsible for the Public Sector entity concerned.

2.3. Moreover, internal restructuring processes and promotions are hereby being decentralised and left at the discretion of the top management of the Public Sector entity concerned, so long as Collective Agreement provisions and the overall parameters approved by PACBU for the particular positions are adhered to and funds are available within the entity's budgetary allocation. Therefore, in cases which do not involve the creation of new positions and which will not result in an increase in headcount, Public Sector entities do not need to go through their Permanent Secretary as outlined in Section 2.2 above.

2.4. The Manual for Public Sector Entities: Delegation of Recruitment Approval, attached with Directive 7, is to be considered as Government's official document which regularises the delegated approval for recruitment in Public Sector entities. It is therefore the responsibility of each Public Sector entity, as well as other stakeholders in the recruitment process, to ensure strict adherence to this Manual when recruiting in terms of the delegated procedure.

2.5. The Manual provides detailed information concerning Public Sector entities to which the delegated procedure applies, as well as the processes and procedures that would need to be followed. The Manual also identifies those circumstances in which approval for recruitment is being delegated, as well as instances in which the current centralised recruitment process will remain effective.

2.6. More information on the Manual and its application may be obtained from PAHRO.

2.7. PAHRO may issue updated versions of the Manual from time to time. Public Sector entities would be expected to follow the latest version of the Manual.

### 3. IMPLEMENTATION

3.1 When recruiting under the delegated authority, Public Sector entities, to which this Directive applies, are to follow the recruitment procedure outlined in the Manual.

3.2 PAHRO shall retain its regulatory and monitoring function in so far as ensuring that the provisions of this Directive and the procedures outlined in the manual are being adhered to.

3.3 Any Public Sector entity, to which this Directive applies, which fails to abide with the recruitment procedure outlined in the Manual may have the delegated authority withdrawn in its regard.

3.4 PAHRO shall remain the central entity which monitors and approves recruitment in Public Sector entities not falling under the provisions of this Directive.

3.5 This Directive shall come into force on 27 January 2014, and is indefinitely applicable unless otherwise withdrawn.

3.6 This Directive supersedes the provisions of OPM Circular No. 14/2005, entitled A review of the Recruitment and Redeployment framework, as applicable.

Attached  
Manual for Public Sector Entities: Delegation of Recruitment Approval

**Principal Permanent Secretary**  
Mario Cutajar