

A member may be seconded to an approved service for a maximum period of three years in terms of Section 14(1) of the Public Service Regulations, 2000 as read with Circular No. 9 of 2002. Secondment should not be initiated by the member.

The following requirements should be taken into consideration:-

- Letter of consent from the member
- Recommendation from the Head of Ministry justifying how the secondment will benefit the Ministry.
- The member's qualifications and Curriculum Vitae.
- Commitment by the organisation or Government concerned that it will meet the salaries and allowances of the member during the period of secondment.
- Vacancy situation of the post that the member occupies.
- Job Description stating the duties that the member is currently performing and the duties he/she will be performing if seconded.
- Application must be submitted four weeks before commencement of secondment.

If a member wishes to remain on secondment upon the expiry of three years, he/she should resign. If the person fails to assume duty upon the expiry of the secondment period, he/she ceases to be a member of the Public Service.



## Transfer



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## Transfer and Regrading

Transfers and reassignments of members, operatives or senior managers, to enhance effectiveness and efficiency in line Ministries are managed by the Public Service Commission within the Talent Management Department.

## TYPES OF TRANSFERS

- 1. Lateral transfer** – This is movement of an individual from one station to another within the same Ministry or from one Ministry to another at the same grade, salary and similar conditions of service.
- 2. Transfer and regrading** – This is movement of a member internally or from one Ministry to another to join a different employment group. For example, if an Executive Assistant in one Ministry is appointed to a Human Resources Officer post in another Ministry, a transfer and regrading has taken place. The transfer of members of the Public Service from one Ministry, department or other division is effected by the Public Service Commission in consultation with the Head of Ministry concerned. The member applying should meet the necessary requirements of the post to which he/she is applying or being transferred and regraded to.
- 3. Transfer on promotion** – This is movement of an individual from one Ministry to another Ministry, but to a higher grade e.g. a Principal Administrative Officer promoted to Deputy Director post.

Where a promotion involves a transfer from one Ministry to another the effective date of transfer will be agreed between Ministries concerned. However, the *transfer must be effected within one calendar month* following the approval of the promotion.

- 4. Transfer from one Ministry to another (Inter-Ministerial Transfers)** - Employees who wish to move from one ministry to another will have to apply for vacant positions in Ministries of their choice. The Commission may also at any time transfer a member of the Public Service from the post that he/she occupies or a station to any other post in the Public Service with or

without his/her consent. Every transfer shall be planned to minimize discomfort. Members should be timeously informed of the impending transfer and no transfer shall be used as a punitive measure except pursuant to disciplinary procedures.

If the transfer is initiated by the member, he/she applies through his Head of department who will indicate whether or not the applicant can be released. If the Head of department is willing to release the applicant, then the receiving Ministry will consider whether or not to engage the applicant. The receiving Ministry may interview the applicant for assessment purposes. The applicant should fill Inter-Ministerial Transfer forms where both the current and receiving Ministries endorse their recommendations to the proposed transfer.

- 5. Transfer within the same Ministry (Intra-Ministerial Transfer)** – This is movement of an individual within the same Ministry both through lateral transfer or transfer and regrading.

Transfers and regradings from the Defence Forces, Police Service, and Prison Service to the Public Service shall be approved by the Public Service Commission, Defence Forces Service Commission, Police Service Commission, or the Prison Service Commission as the case may be. Transfers and regrading from the Public Service to the Defence Forces, Police Service and Prison Service shall be facilitated by the Defence Forces Service Commission, Police Service or the Prison Service Commission.

A transfer and/or regrading initiated by a member to a post, which will result in member's suffering a reduction in salary or experiencing inferior conditions of service, shall be effected when the member has made an undertaking in writing accepting such new salary and inferior conditions of service. The letter from the Ministry should state the grade, salary scale and step the member is to be placed.

If the transfer from one station to another is initiated by the Commission or Ministry and involves some costs, such costs shall be borne by the Commission or Ministry concerned and the member will be paid a Transfer and Disturbance allowance. Where a member initiates the transfer, the costs shall be borne by the member.

## REGRADING

A member is regraded if he/she moves from one category or group of functions to another, whether within the same or another Ministry or Department. This is done at the initiative of either the member or Ministry/Department. For example a Human Resources Assistant can be regraded to a Human Resources Officer upon the attainment of relevant qualifications.

## DOCUMENTS REQUIRED TO PROCESS TRANSFERS AND/OR REGRADING

- The Commission requires the following documents from the receiving Ministry
  - Completed Inter-ministerial transfer forms or Intra-ministerial transfer forms, signed by the member, Supervisor, Human Resources and the Head of Ministry with attachments of certified copies of academic and professional qualifications. Forms to be signed by the receiving Ministry – HR and Head of Ministry.
  - Member's current performance appraisal
- The following documents are required by Salary Service Bureau
  - PSC's approval minute
  - Assumption of duty forms
  - Relevant qualifications (certified copies)
  - Miscellaneous change where the member changes pay point or workstation

## SECONDMENT

Secondment is when a member of the Public Service is authorized by the Commission to render services to an approved service. In terms of Section 15(c) of the Public Service Act, a member may be seconded either to or from an approved service or other Governments upon approval by the Commission. Approved service refers to other Governments, international organizations like the United Nations, African Union and Southern African Development Community, Parastatals, Local Authorities and Bodies established in terms of an Act of Parliament but not forming part of the Public Service.