



Province of the
EASTERN CAPE

COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

TRANSFER & SECONDMENT POLICY

2026

TRANSFER AND SECONDMENT POLICY 2026

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Date Completed	August 2026
Date of Approval	September 2026
Date Last Amended	August 2026
Date for next review	September 2031
Related Policies	Recruitment and Selection Policy, Employment Equity Policy, Leave Management Policy.

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SIGN OFF**I. Head of Department**

This Transfer Policy, has been recommended by Mr V. Mlokothe in my capacity as the Head of Department for the Department Cooperative Governance and Traditional Affairs. I am satisfied and concur with the contents of this Policy.

The development of the Transfer Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision- making in the department.

Signed: 	
Designation: <i>MEC</i>	Head of Department
Date: <i>28 - 09 - 2026</i>	<i>13/09/2026</i>

II. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the livelihoods of the people by effectively rendering the many services that it is expected to provide. We have envisaged the Department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that guidance from this Transfer Policy will contribute to the effective transfer practices in the Department

Signed:	
Designation:	MEC: Z.A. Williams of Cooperative Governance and Traditional Affairs
Date:	<i>28 - 09 - 2026</i>

1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs through this Transfer Policy intends to provide guidance in terms of horizontal transfers of staff within and outside the department and to further provide for strategic placement of staff in accordance with the specific needs of the department that may arise from time to time.

2. PURPOSE OF THE POLICY

- 2.1 To give effect to Public Administrative Management Act 11 of 2014.
- 2.2 To ensure that the request for transfer is granted without prejudice or favour.
- 2.3 To ensure that employees are not transferred without proper approval.
- 2.4 To provide procedures and processes to be followed when applying for transfers and ensure that they are fair and transparent.
- 2.5 To support family reunion for staff members who are separated from their families due to reasons and circumstances beyond their control.
- 2.6 To achieve optimum utilization of employee' skills, talents and enhance career advancement by employing the suitable persons in a more advantageous work situation through promotion.
- 2.7 To rotate and develop employees to different types of jobs within the Department at the same salary level.
- 2.8 To ensure a consistent and efficient secondment processes throughout the Department.
- 2.9 To gain and sustain employee motivation for high quality outputs and productivity.
- 2.10 To fulfil the legitimate expectations employees have, that their efforts will lead to effective performance and who further anticipate important rewards for their accomplishment.
- 2.11 To minimize the effects of job poaching and hopping by creating a conducive workplace environment in which employees are aware that there are prospects for upward mobility and good incentives for excellent performance where they are employed.
- 2.12 To comply with the provisions of the employment equity legislation which obliges designated employers to, amongst other things, implement affirmative action measures aimed at the acceleration of the employment of persons from the historically disadvantaged groups.

3. OBJECTIVES OF THE POLICY

- 3.1 To ensure that transfer does not affect the smooth running of service delivery.
- 3.2 To ensure that lateral transfers are not employed to block the filling of vacant and funded posts.
- 3.3 To ensure that the employer does not use transfers to avoid managing unsatisfactory performance.
- 3.4 To ensure that the employer does not move or relocate employees on the basis of prejudice.
- 3.5 Transfer or relocate employees where there is a need and the post is vacant and funded.
- 3.6 To provide guidelines according to how employees could be seconded to other institutions or government departments.

4. SCOPE OF APPLICATION

This policy is applicable to all permanent employees within the Department of Cooperative Governance and Traditional Affairs, as identified and including those who want to be transferred to and from the Department.

5. DEFINITIONS

Terms and definitions that will be used throughout the procedure that need clarification for the reader, this can also include any keywords; including also technical terms, abbreviations that may be used in this document.

Terminology and Acronyms	Definitions (with examples if required)
Employee	Any person, excluding an independent contractor who works for another person or for the State and who receives, or is entitled to receive any remuneration; or any other person who in any manner assists in carrying on or conducting the business of an employer.
Employee	Means a person employed for wages or salary.
Immediate Family	Means spouse and children immediate family ie mother, father and

	children either biological, adopted or fostered).
PSCBC	Public Service Co-ordinating Bargaining Council
Relatives	Means persons connected with the other by blood or marriage.
Resettlement	Means the settlement of employees in a different place.
Secondment	Means the temporary transfer of an official or worker to another position or employment.
Transfer	Means the permanent lateral movement of an employee from one position to another position in the same or another job category assigned to the same salary range within Department and to/and from another Department.

6. LEGISLATIVE FRAMEWORK

- 6.1 Constitution of the Republic of South Africa, Act 108 Of 1996;
- 6.2 Labour Relations Act, Act 66 of 1995 (as amended);
- 6.3 Employment Equity Act, Act 55 of 1998;
- 6.4 White Paper on Human Resource Management, 1997;
- 6.5 Public Service Regulations, 2016, as amended;
- 6.6 Public Service Act, Act 103 of 1994 (as amended);
- 6.7 Basic Conditions of Employment Act, Act 75 of 1997;
- 6.8 Public Finance Management Act No 1 of 1999;
- 6.9 Secondment of employees between the Public Service and Local Government Institutions 2004;
- 6.10 Transfer framework to facilitate transfers of personnel between spheres of government 2004;
- 6.11 Protection of Personal Information Act No 4 of 2013(POPIA).

7. CONSULTATION PROCESS WITH STAKEHOLDERS

A number of stakeholders have been consulted for inputs. Line Managers from different components, human resource management employees, labour relations. Legal Advisory

Services and Senior Management Services (SMS) were consulted, and their inputs have been discussed and incorporated in this policy.

8. POLICY PRINCIPLES INHERENT IN THE TRANSFER POLICY

The guiding principles that underpin this policy including the underlying values and concepts that are required to support the intention of the policy are as follows: -

8.1 BATHO PELE PRINCIPLES

The Transfer Policy is in line with the provisions of Batho Pele Principles.

8.2 PARTICIPATION

All line managers and employees are key to the successful implementation of this policy.

8.3 ACCOUNTABILITY

All line managers and employees will be required to account for non-adherence to the provisions of this policy. Non-compliance will be dealt with in terms of the Disciplinary Code and Procedures.

9. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs is committed in ensuring that the organization's policy regarding transfer of permanent employees between departments arising from re-assignment, promotion or lateral transfer is applied in a fair and transparent manner and the senior management reserves the right to transfer staff to alternative posts as appropriate to maintain the effective and efficient running of the organisation. The policy also seeks to ensure that the principles embodied in the Public Service Act of 1994 (as amended) and Public Service Regulations of 1999 and PSCBC resolution of 1999 are adhered to.

10. PRIORITY

The department retains the discretion to transfer staff as it deems necessary where there are exceptional or extenuating circumstances with the approval of the Head of Department.

Otherwise, the following priorities will be applied:

- 10.1.1 Excess Staff who require redeployment will take precedence over all other transfer requests.
- 10.1.2 Priority consideration will be given to those staff who have disabilities as defined by Employment Equity Act 55 of 1998, where a transfer would constitute a reasonable adjustment.
- 10.1.3 Requests for other reasons will all be equally weighted for consideration.

In instances where there is more than one request for a location or post, applications for transfers will be applied in date order.

11. REQUIREMENTS AND CONDITIONS OF TRANSFER AND SECONDMENTS

The transfer of an employee to any institution shall be subject to the conditions and terms stipulated in section 5 and 6 of the Public Administration Management Act 11 of 2024, read with sections 14 and 15 of the Public Service Act No 103 of 1994.

11.1 Horizontal transfer (Transfer initiated by the employee)

- 11.1.1 In terms of section 14 (1) 4 of the Public Service Act as amended, every employee may when the public service requires to be transferred from the post occupied by him/her to any post or position in the same or any other department, irrespective of whether such post or position is in another division, or within the Republic.
- 11.1.2 The transfer of an employee from one post or position to another post or position and transfer from one department to another shall first obtain the approval of the Executive Authority or that of the HOD.
- 11.1.3 An employee shall not upon transfer suffer any reduction of his/her salary scale without his/her consent except in accordance with the provision of section 38 of the PSA.
- 11.1.4 An employee who has been transferred to a post which is graded higher than his or her own grade, shall not by reason of that transfer, be entitled to the higher scale of salary applicable to the post to which he/she is transferred to.
- 11.1.5 Transfer of employees should not be used as a mechanism to block the filling of a vacant funded post through competition

- 11.1.6 Where an employer is required to re-organise the Department or component employees should be consulted and their personal circumstances be taken into consideration before the transfer is effected.
- 11.1.7 Whilst transfer in some instances may be used positively for performance management, it should however not be used to avoid dealing with employees whose performance is below average.
- 11.1.8 Transfer should also not to be used as a tool to move employees on the basis of personal prejudice.
- 11.1.9 Conditions of Service of the transferred employee may not be less favourable than those received by the old employee.
- 11.1.10 Any cost associated with transfer of employees due to employers requirements shall be done in accordance with PSCBC Resolution 3 of 1999 and the Departmental Resettlement Policy.

11.2 Cross-transfer (Initiated by Employee)

Two employees of equal rank employed/stationed at different offices or departments may agree to swap their respective employment positions and placement. The cross-transfer has no financial implications as it is initiated by the employees. Internal applications for the respective transfers must be channelled through superiors/managers before they are referred to Human Resource Component and the following process shall be followed:

- 11.2.1 Employee to request transfer in writing and the request should be accompanied by the remuneration from the releasing and accepting manager.
- 11.2.2 The request should be submitted to the Director: Human Resource Administration and confirm post availability and liaise with Finance Department to confirm budget
- 11.2.3 The authority to approve transfers rests with either the Executive Authority or the Head of Department as per Departmental Delegations provided by the Public Service Act of 1994.
- 11.2.4 Chapter IV section 14 (2) a of the Public Service Act 1994 provides that the transfer of the employee from one post/position to another shall be on the authority of the person having power to transfer.

- 11.2.5 Employer is not responsible for any transfer costs linked to self-initiated transfer , and any absences during the transfer transition will be covered by leave or leave without pay where appropriate.
- 11.2.6 Whilst employees are transferred within the Department, between components, employer will consider that this transfer is effected on the same salary level of the employee and the position he/she is transferred to.
- 11.2.7 The vacant and funded post should have been identified into which the employee will be transferred to. Employee will only be released to a new working station once his/her transfer is approved and the letter confirming transfer is given to him/her.
- 11.2.8 Transfer of an employee should take into consideration, the operational requirements of the organisations e.g shortage of personnel in a specified component.
- 11.2.9 Employee who has been promoted for another working station or component will not be permitted to request transfer before completion of at least two (2) years of service in his/her current working station.
- 11.2.10 The Department may consider application for cross transfer only where circumstances necessitated such transfer, such as requests are deemed justifiable and a recommendation is obtained from a releasing and envisaged working stations
- 11.2.11 Employees application for cross transfer must include the requests from both members requesting to cross transfer. Letters to cross transfer by both employees must be accompanied by recommendation from both managers accepting and releasing.
- 11.2.12 The two employees must assume to their envisaged workstations on the same date to ensure proper relocation on PERSAL systems (exchange of two people in posts)
- 11.2.13 All transfers, relocation and movements of employees must be reported to the Director: Human Resource Administration to ensure proper placement on PERSAL establishment and ensure proper reporting to employees payroll system.

11.3 Inter Departmental Transfer (Initiated by either employer or employee)

Inter Departmental transfer when an employee or employer move to another department. It must be channelled through the Head of a Department before it is referred to another Department. Either Department can approach each other for the initiated transfers of their respective employees and such correspondence should be accompanied by proof of request from the applicant. In terms of the policy self application for transfer without the involvement of the Head of Chief Directorate or Department is prohibited.

11.4 Secondment of employees

The purpose of seconding employees in the Public Service and other entities is to:

- 11.4.1 Further the interest of the Republic of South Africa internationally or that of the relevant Department
- 11.4.2 Assist where appropriate in proper functioning of the organisations and entities outside the Public Service
- 11.4.3 Enhance the skills level of the employees by exposing them to particular jobs and work environment and other employees or entities
- 11.4.4 The terms and conditions of secondment have to be agreed beforehand, and those secondment terms should be set out in written agreement between the releasing and recipient organisation.
- 11.4.5 The secondment shall be to employees consent and the duties performed by the employee during secondment will have to equip him/her with skills and competencies that could be put to good use to the Department of the Public Service at large.
- 11.4.6 The period for secondment is limited to twelve (12) Calendar months with the latitude from the MPSA to determine the longer period based on operational reasons. The limitation of secondment introduced is to avoid employees being absent from the appointed posts for a longer period, compromising the work they are appointed to do and recognising that absenteeism places an additional burden on other employees to perform the duties of a seconded employee
- 11.4.7 Seconded employee may at a discretion of the Department, be contractually bound to continue employment in the Department of Public Service after expiry of the term of secondment.

- 11.4.8 The Department will endeavour release the more suitable employee for secondment. The employees suitability shall be based on the inherent requirements attached to the duties to be performed including the capacity building need of the employee and the loyalty that the employee had displayed to the Department and the RSA
- 11.4.9 The secondment of the employee must be taken with due regard to the need for enhancing the relevant employee skills and not to compromise service delivery in the Department.
- 11.4.10 The employee remains subject to the employment conditions and is entitled to the conditions of service that apply to the employees in the Department. The seconded employee continues to occupy his/her post on the establishment of the Department during that period of secondment.
- 11.4.11 The Department should give regular contact with the employee to ensure proper monitoring of secondment arrangements and to ensure employees are kept abreast with the Departments development and with regards to employees employment.
- 11.4.12 The recipient organisation shall bear inclusive of secondment on expenditure incurred, the Department should continue the payment of employees salary and conditions of service as well as the deduction of any monies during the period of secondment.
- 11.4.13 The expenditure incurred by the Department in respect of salary and conditions of service paid to employee must be recovered from the receiving organisation.
- 11.4.14 An employee must be seconded with the retention of his/her salary and any other conditions of service applicable to him/her. The employee should inform the Department of any additional remuneration and or condition of service paid by him/her by the recipient organisation.

12. ROLES AND RESPONSIBILITIES

12.1 Line Managers

Line Managers may recommend or not recommend the transfer of an employee based on valid reason. The Line Manager has the responsibility of submitting the application for the transfer to the Head of the Chief Directorate and in turn submits the application to Human Resource for further processes, only if it is recommended.

12.2 Human Resource Administration

- 12.2.1 The head H.R.A shall write a memorandum to the Head of Department or delegated authority for approval of the transfer.
- 12.2.2 Write a letter to the applicant informing him/her of the result of a transfer through the Head of Chief Directorate or Department.
- 12.2.3 Implement the transfer on Persal System
- 12.2.4 Request the Personnel, Leave and Housing files of the transferred employee.

12.3 Employee

No employee will be allowed to undermine the authorities of the Department by placing himself or herself under any circumstances in any centres of the Department without the approval of the relevant authorities.

13. COMMUNICATION / EDUCATION OF THE POLICY

The transfer policy will be communicated throughout the department to all its employees using workshops, intranet and workgroups.

14. MONITORING AND EVALUATION

Human Resource Administration will monitor the implementation of this policy and will submit a quarterly report to the Chief Director: Human Resource Management and Development for submission to the Head of Department.

15. APPROVAL OF THE POLICY

The policy will be approved by the Member of Executive Council (MEC) on the recommendation of the Head of Department as per the updated departmental delegations and the policy will become official on the date it is signed by the Executing Authority.

16. DISPUTE RESOLUTION MECHANISM

In the event of disputes arising out of this policy, such disputes will be dealt with in terms of the grievance procedure and labour legislation applicable in the Public Service.

17. REVIEW OF THE POLICY

The policy will be reviewed once in five years and in line with future legislative and collective agreements promulgations. The development of this policy is a dynamic process and that it may require revision from time to time.

16. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
2011	2011-03-22	Mlibo Qoboshiyane (MEC)	
2026		Z.A. Williams	Alignment to the approved Organisational Structure 2025 (Terminology)