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# **PAIA MANUAL**

## **SECTION 15**

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Notice of categories of records of the PSC and OPSC that are available without a person having to request access by completing Form 2.

Section 15 Manual of the Promotion of Access to Information Act 2 of 2000 (as amended) And the Protection of Personal Information Act No. 4 of 2013

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**A. LIST OF ACRONYMS AND ABBREVIATIONS**

<b>PAIA</b>	Promotion of Access to Information Act No. 2 of 2000 (as amended)
<b>POPIA</b>	Protection of Personal Information Act No. 4 of 2013
<b>PSC</b>	Public Service Commission
<b>OPSC</b>	Office of the Public Service Commission
<b>DIO</b>	Deputy Information Officer
<b>IO</b>	Information Officer
<b>PFMA</b>	Public Finance Management Act No.1 of 1999 as Amended;
<b>Regulator</b>	Information Regulator

## **1. SECTION 15 - VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS FROM THE PSC AND OPSC**

1.1 The following automatically available information can be accessed:

- 1.1.1 for inspection in terms of legislation other than this Act;
- 1.1.2 for purchase or copying from the Public Service Commission; and
- 1.1.3 from the Public Service Commission free of charge.

1.2 PSC Promotion to Access to Information Act manual.

1.3 Human Resources Circulars.

1.4 Annual Reports.

1.5 Public Notices, Guidance Notes, Directives, advices and public communication information such as "IN THE NEWS", Media statement of the Director-General, Media releases or Public Statement made by the PSC Chairperson or Commissioners.

1.6 General information pertaining to the PSC: Organisational Structure, Organisational profile, Contact information of the PSC.

1.7 Legislation, Rules, Regulations, Discussion papers, announcement and notices.

## **2. HOW TO OBTAIN ACCESS TO THE LISTED RECORDS**

2.1 Copies of some of the listed information above, may be obtained on the website of the Public Service Commission at [http:// www.psc.gov.za](http://www.psc.gov.za)

2.2 Alternatively, the copies of the automatically available information in terms PAIA listed above may be requested without filling Form 2 Request for Access to Information by email to:

### **2.2.1 Mr Humphrey D. Ramafoko – "IO"**

Director: Communication and Information Services - Public Service Commission  
Public Service Commission House, Block B, 536 Francis Baard Street, Arcadia,  
Pretoria,  
Private Bag X121, Pretoria, 0001

T: +27 12 352 1197

Email: [Ramafokoh@opsc.gov.za](mailto:Ramafokoh@opsc.gov.za)

### **2.2.2 Advocate Shukrat Makinde – "DIO"**

Director: Litigation and Legal Services - Public Service Commission  
Public Service Commission House, Block B, 536 Francis Baard Street, Arcadia,  
Pretoria,  
Private Bag X121, Pretoria, 0001

T: +27 12 352 1188

E-mail: [Shukratm@opsc.gov.za](mailto:Shukratm@opsc.gov.za)

- 2.3 A request addressed to any of the two people listed above may also be hand delivered to: Block B, Office Complex – Public Service Commission House, 536 Francis Baard Street Arcadia, Pretoria.
- 2.4 Request can be made by post to: The Director-General: Office of the Public Service Commission, Private Bag X 121, Pretoria, 0001.
- 2.5 The only fee payable (if any) for access to a record referred to in subsection (1) is a prescribed fee for reproduction.
- 3 The information officer of the Public Service Commission may delete any part of a record contemplated in clause 1 which, on a request for access, may or must be refused in terms of section 4(2) of the Access to information Act regulation of 2021.
- 4 Section 11 of the Access to information Act and any other provisions in this Act related to that section do not apply to any category of records included in this notice.
- 5 For further information, please do not hesitate to contact Advocate Shukrat Makinde on 012 -3521188.

Issued by

**Advocate Dinkie P. Dube**

**Director-General and Information Officer for the PSC / OPSC**

**Date: 29 February 2024**