



To: Deputy Director-General: Corporate Services
Chief Financial Officer

From: Acting Chief People Officer

Division: Corporate Services

Doc ref: SAQA 2026/27

Date: 6 May 2026

REQUEST FOR APPROVAL TO RENEW THE SERVICES OF THE SOUTH AFRICAN QUALIFICATION AUTHORITY (SAQA) FOR THE VERIFICATION OF QUALIFICATIONS FOR THE FINANCIAL YEAR END 2026/2027

1. PURPOSE

The purpose of this memorandum is to request:

- 1.1.1 The Chief Financial Officer's approval for the renewal of South African Qualification Authority (SAQA) services for the verification of qualifications for the Financial Year End 2026 / 2027; and
- 1.1.2 The Deputy Director-General: Corporate Services to sign the verification agreement for the Financial Year 2026/2027 attached as **Annexure 2**.

2. INTRODUCTION AND BACKGROUND

- 2.1 The DPSA has published a directive on the Human Resources Management and Development for the Public Service Professionalisation, Vol. 1 Section 1.38.7 states that *"The qualifications of selected candidates for a Deputy Director-General post shall be verified by the South African Qualifications Authority to determine their NQF level and validity"* attached as **Annexure 1**.
- 2.2 The objective of verification of qualifications is to assist Departments in improving the reliability of data qualifications captured on systems such as PERSAL and to establish a comprehensive reliable aggregated database of the qualifications of Public Service employees.
- 2.3 It is on the above basis that the National Treasury Chief People Officer Unit has taken a decision to continue utilising the services of SAQA to verify qualifications for Executive positions when presenting the appointments to cabinet and to also provide a thoroughly checked qualification with NQF level displayed on the letter.

- 2.4 On the SAQA website they have provided the verification agreement template for all departments to sign every financial year-end acknowledging new tariffs attached as **Annexure 2**.
- 2.5 Since National Treasury has various Executive positions to fill such as Deputy Directors-General: Budget Office and Asset and Liability Management. All qualifications obtained by candidates must be verified, hence it's important to continue with the current agreement of requesting quotes from SAQA
- 2.6 In the new financial year, Human Resources Acquisition sub-Directorate will be requiring the services of SAQA, hence the request to the Chief Financial Officer and Deputy Director-General: Corporate Services to consider the above points mentioned and to approve the utilisation of SAQAs' services with the new tariffs attached as **Annexure 4** and to sign the verification agreement attached as **Annexure 2**.
- 2.7 The Office of the Chief Financial Officer has previously approved these services as per **Annexure 3** attached for record purposes.

3. FINANCIAL IMPLICATIONS

- 3.1 The services of SAQA are on a pay-as-you-go basis. We request a quotation only when the need arises for us to complete the verification process, and the quotation will continuously differ as it depends on the number of qualifications each shortlisted candidate obtained. The quotes will be in line with the attached **Annexure 4**.
- 3.2 The office of the Chief People Officer Bas report and Demand Plan are attached as **Annexure 5**.

4. RECOMMENDATIONS

It is recommended that:

- 4.1 The Chief Financial Officer grants approval for the renewal of South African Qualification Authority (SAQA) services for the verification of qualifications for the Financial Year End 2026 / 2027; and
- 4.2 The Deputy Director-General: Corporate Services signs the verification agreement for Financial Year 2026/2027 attached as **Annexure 2**.

Compiled by: Caroline Modibane

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MEMORANDUM

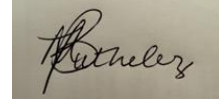
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Signature
MBALI BUTHELEZI
Acting Chief People Officer
Date:

Or SignHub Signature

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Signature
KOENA MAPOTSE
Director: Supply Chain Management
Date:

Or SignHub Signature

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Signed at:2026-05-12 08:34:57 +02:00
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☐ Recommended ☐ Not recommended ☐ Recommended with comments

Signature
UNATHI NGWENYA
Chief Financial Officer
Date:

Or SignHub Signature

☐ Signed

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Or SignHub Signature

Signature

STADI MNGOMEZULU

Deputy Director-General: Corporate Services

Date: