

**TO: ALL SENIOR MANAGERS
MIDDLE MANAGERS
ALL EMPLOYEES
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS
EDUCATORS OF PUBLIC SCHOOLS**

ETHICS AND RISK MANAGEMENT CIRCULAR NO: 3/2026

**APPLICATION FOR CONDUCTING REMUNERATIVE WORK OUTSIDE THE PUBLIC SERVICE
FOR 2026/27 FINANCIAL YEAR.**

The purpose of the circular is to inform all Senior Managers, Middle Managers, and all other employees of the Mpumalanga Department of Education, including Circuit Managers, School Principals, and Educators to comply with the Public Service Regulation (PSR) 2016. The PSR 2016 requires all employees who have an interest of conducting other remunerative work to get approval from the executive authority before they undertake their businesses.

PSA Section 30 "subsection (1) No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with written permission of the executive authority of the department.

Regulation 13(c) of the Public Service Regulations, 2016 introduces a prohibition on employees conducting business with the Organ of state or being a director of a public or private company conducting business with an organ of state.

Remunerative work outside employer in the Public Service (RWOPS) means any activity that is performed 1. Outside the period during which an employee must report for duty for purposes of fulfilling the prescribed work week; 2. When something is remunerative, it means people get paid for it. Your job is remunerative, and if your research into new farming methods leads to a big government contract, then that also could be called remunerative. The Department of Education is therefore inviting all employees who are interested to conduct other remunerative work (ORW) to apply and obtain approval from the Executive authority before they can conduct other remunerative work as to ensure compliance with the

APPLICATION FOR CONDUCTING REMUNERATIVE WORK OUTSIDE THE PUBLIC SERVICE FOR 2026/27 FINANCIAL YEAR.

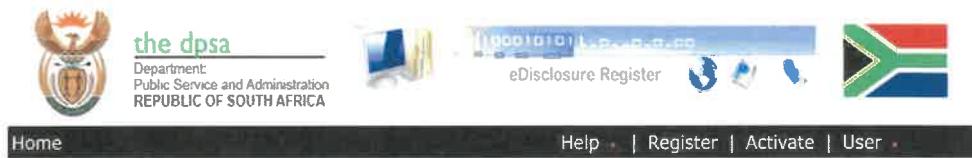
Public Service Regulation of 2016. Failure to obtain approval before conducting other business is a criminal offense which may lead to an employee losing his /her employment. Applicants must ensure that applications are completed as from **01 February 2026 to 28 February 2026** and note that no late application will be considered, as approval will only be granted for 12 months from 01 April 2026 to 31 March 2027.

Applications:

All Employees are informed that Remunerative Work Outside the Public Service applications are now conducted online through the e-Disclosure system following the link:
<https://edisclosure.gov.za>

Application Process:

1. The system will appear as below and applicants will choose accordingly as per their status if is a first time user will go for register.



Welcome to the eDisclosure system

The system is used by designated employees to disclose their financial interests. Click [here](#) to view these disclosure types.

First time users: Registration is compulsory to access the financial disclosure form. Click [here](#) to register.

Need help with the registration process? (click [here](#)).

If you have already registered, click [here](#) to login - You will receive an OTP to validate your login

Click [here](#) for the DPSA's eDisclosure resource centre

2. Applicants who are already registered will go for login



eDisclosure Login

Username and password required

Username*	<input type="text"/>	
Password*	<input type="password"/>	
<input type="button" value="Login"/> <input type="button" value="Forgotten Password"/>		

3. After applicant login the system will appear as follows having your name and



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surname to prove you are registered. Applicant must then click on Submit -- RWOPS will appear and applicant should then continue with his/her application.



Welcome Rosalia Nomthandazo Mabaso

In terms of the Public Service Regulations, 2016 (PSR, 2016) designated employees are required to disclose their financial interests (Chapter 2, Part 2). In June 2021, the Minister for the Public Service and Administration issued a Directive on other categories of employees designated to disclose their financial interests. In terms of Regulation 18(5) which came into effect on 01 August 2016, designated employees must use the electronic (eDisclosure) system to disclose their financial interests.

Who are designated employees?

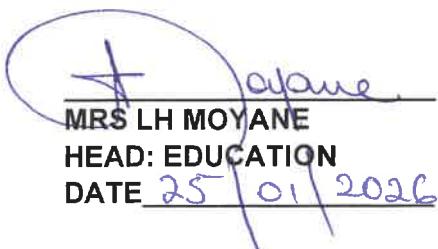
Category	Date of disclosure
SMS members	1 - 30 April
OSD / personal notches (level 13 & above)	1 June - 31 July 2025
MMS level 11 & 12	1 June - 31 July 2025
OSD level 11 & 12	1 June - 31 July 2025
Ethics Officers/Dept Admin/ PSC Officials	1 June - 31 July 2025
SCM/Finance below level 9	1 June - 31 July 2025
ASD level 9 & 10	1 June - 31 July 2026
OSD equivalent to level 9 & 10	1 June - 31 July 2026
New employees in all categories	30 days after assumption of duty

You are connected to the internet site. To continue with your role as Supervisor, Ethics Officer, Dept Admin, HOD, EA or PSC official redirect to <https://edisclosure.gov.za>

4. The immediate supervisors of the applicant also required for recommendations on the applicant's application.

Interested employees must note that if the eDisclosure system is unavailable during the application period, manual applications can be submitted. Applications can be delivered to Risk & Ethics Office at Building 5, Government Boulevard, Riverside Park (Mbombela) For any challenges uncounted on the process Risk & Ethics office is available to assist 013 766 5017/082 662 0705 for the Ethics Officer or email to r.mabaso@mpuedu.gov.za

Your Compliance on this is highly appreciated


MRS LH MOYANE
HEAD: EDUCATION
DATE 25/01/2026

