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ZIMBABWE

PUBLIC SERVICE COMMISSION
SOCIAL SECURITY CENTRE
P.O. BOX CY 440
CAUSEWAY
HARARE

REF: C/228/542

31 July 2026

CIRCULAR NO. 11 OF 2026

Deputy Chief Secretary for Finance, Administration and Human Resources
Office of the President and Cabinet
Mr. Z. R. Churu

Secretary for Finance and Economic Development and Investment Promotion
Mr. G. T. Guvamatanga

Secretary for Higher and Tertiary Education, Innovation, Science and Technology Development
Professor F. Tagwira

Secretary for Energy and Power Development
Dr. G. S. Magombo

Secretary for Information, Publicity and Broadcasting Services
Mr. N. N. Mangwana

Secretary for Defence
Mr. A. D. T. Nhepera

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Secretary for Public Service, Labour and Social Welfare
Mr. P. Kunaka

Secretary for Local Government and Public Works
Dr. J. Basera

Secretary for Home Affairs and Cultural Heritage
Ambassador R. Faranisi

Secretary for Transport and Infrastructural Development
Engineer P. Makumbe

Secretary for National Housing and Social Amenities
Engineer T. K. Chinyanga

Secretary for Women Affairs, Community, Small and Medium Enterprise Development
Dr. M. Sibanda

RE: ADMINISTRATION AND MONITORING OF MANPOWER DEVELOPMENT LEAVE IN THE PUBLIC SERVICE

The Public Service Commission refers to the Commission General Letter C/228 dated 06 June 2025 on the Administration of Manpower Development Leave Extensions in the Public Service.

Despite the issuance of the General Letter, the Commission continues to receive applications that do not comply with the prescribed policy requirements, particularly regarding submission timelines and supporting documentation. The Commission has also noted the need to strengthen the monitoring of members on Manpower Development Leave to ensure accountability and compliance with approved conditions.

Accordingly, Ministries, Departments and Agencies are directed to adhere to the following policy provisions:

i. **Mandatory Compliance with Submission Timelines**

Applications for Manpower Development Leave and requests for extension shall be submitted to the Commission at least eight (8) weeks before the commencement of the proposed leave or extension period. The Commission shall not grant retrospective approval for Manpower Development Leave or any extension thereof. ***Non-compliance with the eight week notice period shall render an application liable to be declined by the Commission, and condonation of late submission shall not be granted as of right.***

ii. **Monitoring through the Human Resource Information Management System**

Ministries, Departments and Agencies shall institute continuous monitoring of all members on Manpower Development Leave through the Human Resource Information Management System (HRIMS) Time Management Module. Heads of Ministries shall ensure that leave records are regularly updated and maintained.

iii. **Submission of Periodic Progress Reports**

Members on Manpower Development Leave shall submit comprehensive progress reports at six (6) month intervals. Ministries, Departments and Agencies shall verify the authenticity and completeness of such reports before submission to the Commission.

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This Circular shall be read in conjunction with Commission General Letter C/228 dated 06 June 2025 and other relevant Commission Circulars/General Letters Governing Manpower Development Leave.

Mrs. S. Zembe
SECRETARY
PUBLIC SERVICE COMMISSION

CC: Chairman, Public Service Commission
Head, Human Capital Development and Management
General Manager, Training Development and Management
Provincial Coordinators
Manager, Training Programmes Coordination

PUBLIC SERVICE COMMISSION
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0 5 AUG 2026

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Secretary for Primary and Secondary Education
Mr. M. Mhike

Secretary for Mines and Mining Development
Dr. T. Utete Ushe

Secretary for Youth Empowerment, Development and Vocational Training
Mr. S. Mhlanga

Secretary for Justice, Legal and Parliamentary Affairs
Mrs. V. Nyemba

Secretary for Environment, Climate and Wildlife
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Secretary for Health and Child Care
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Secretary for Tourism and Hospitality
Dr. T. Munyanyiwa

Secretary for Veterans of the Liberation Struggle Affairs
Mr. A. T. Chikondo

Secretary for Skills Audit and Development
Ambassador R. Chitiga

Secretary for Foreign Affairs and International Trade
Ambassador A. R. Chimbindi

Secretary for Agriculture, Mechanisation and Water Resources Development
Professor O. Jiri

Secretary for Lands and Rural Development
Dr. P. B. Mutondi