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Correspondence should not be addressed to individuals

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03 JUL 2026
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CIRCULAR NUMBER 8 OF 2026

Deputy Chief Secretary, Office of the President and Cabinet
Mr. Z. R. Churu

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

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

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

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

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

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

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

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

Secretary for National Housing and Social Amenities
Eng. T. Chinyanga

Secretary for Transport and Infrastructural Development
Eng. J. P. Makumbe

Secretary for Primary and Secondary Education
Mr. M. Mhike

Secretary for Home Affairs and Cultural Heritage
Amb. R. Faranisi

Secretary for Information Communication Technology, Postal and Courier Services
Dr. B. Chirume

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

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Secretary for Environment, Climate and Wildlife
Mr. S. Masanga

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

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

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

Secretary for Industry and Commerce
Amb. T. T. Chifamba

Secretary for Health and Child Care
Dr. A. Maunganidze

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

Secretary for Sports, Recreation, Arts and Culture
Mr. N. Moyo

Secretary for Tourism and Hospitality Industry
Dr. T. Munyanyiwa

Secretary for Skills Audit and Development
Amb. R. Chitiga

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

Secretary for Lands and Rural Development
Prof. P. B. Matondi

CONDITIONS OF SERVICE FRAMEWORK FOR DEPUTY DIRECTORS AND EQUIVALENT GRADES

The above subject matter refers

1. This Circular is issued by the Public Service Commission to introduce an integrated and standardized framework for the existing conditions of service for Deputy Director and equivalent grades across all Ministries, Departments, and Agencies (MDAs). Below are the conditions of service for Deputy Directors and equivalent grades.

	CONDITIONS OF SERVICE OFFICE HOLDER: DEPUTY DIRECTOR AND EQUIVALENT GRADE	
a.	**Salary & Allowances**	As per current renumeration framework approved by the Public Service Commission.
b.	**Airtime & Data Bundles**	Guided by the existing Circular on ***Mobile Phone Allowance and Data Bundles***, as approved by the Commission with concurrence from the Treasury.
c.	**Fuel**	Guided by the existing Circular on ***Monthly Fuel Allocation***, as approved by the Commission with concurrence from the Treasury.
d.	**ICT Gadgets**	Guided by **Government ICT Specifications Standards** and existing **Commission** and **Treasury** circulars, a member is issued a cell phone, laptop/tablet, which are replaced after **2 (two) years** from the date of issuance ***(subject to availability)***. Disposal of ICT gadget on termination of employment is guided by the existing circular for ***Disposal for Personalised Electronic Gadgets on Termination of Employment in the Civil Service***.

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e.	**Use of Government Vehicles**	Guided by the existing Circular on ***Use of Government Vehicles***, as approved by the Commission ***(subject to availability)***.
f.	**Public Service Funeral Assistance**	Guided by the existing Circular on ***Public Service Funeral Assistance on the Death of a Member of Civil Service***, as approved by the Commission with concurrence from the Treasury.
g.	**Travelling And Subsistence Allowance (Domestic and Foreign)**	Guided by the existing Circular on ***Travelling and Subsistence Allowance (Domestic and Foreign)***, as approved by the Commission with concurrence from the Treasury.
h.	**Transfer & Disturbance Allowance**	Guided by the existing Circular on **Transfer & Disturbance Allowance**, as approved by the Commission with concurrence from the Treasury.
i.	**Leave Days**	Guided by the **Public Service Regulations, 1 of 2000 as amended**.
j.	**Medical Aid Support**	• Optimum Medical Aid Plan • Premier Medical Aid Society (PSMAS), members contribute **20%** of the contributions while the government contributes **80%** • Principal Member, First Beneficiary & 3 Children under the age of 18.
k.	**Housing loan**	Provision of housing loan facility through the Senior Officer Housing Loan Scheme ***(subject to availability)***. The housing loan is capped at approved levels by Treasury.
l.	**Institutional Accommodation**	Provision of institutional and rented accommodation during tenure of service ***(subject to availability)***.
m.	**Pension Benefits**	Guided by the Public Service (**Pensions**) Regulations, 1992, as amended ***(Statutory Instrument 124 of 1992)***.
n.	**Rebate of Duty on Motor Vehicles**	Guided by the existing Circular on ***rebate of duty on motor vehicles imported by Civil Servants***, as approved by the Commission with concurrence from the Treasury

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2. With regards to the implementation of this circular, Heads of Ministries/Departments are further advised to consider existing Circulars, Policies, Acts, or Statutory Instruments relevant to each condition of service, along with any amendments made to them.

3. The interpretation of this Circular rest with the Public Service Commission.

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MRS. S. ZEMBE
SECRETARY
PUBLIC SERVICE COMMISSION

Cc Chairman, Public Service Commission
Auditor General, Office of the Auditor General
Head, Pay and Benefits Development and Management
General Manager, Rewards and Benefits Development and Management
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