

10.

## **CODE OF REMUNERATION (CORE)**

**OCCUPATIONAL CATEGORY: LEGAL AND SUPPORT PERSONNEL**

**CORE CODE: 00812**

**IMPLEMENTATION DATE: 1 JULY 1999**

### **GENERAL SCOPE OF SERVICE DELIVERY:**

THIS CORE IS A GUIDE IN RESPECT OF PERSONNEL EMPLOYED TO PROVIDE WORK OUTPUTS IN THE FOLLOWING AREAS OF SERVICE DELIVERY:

- Drafting legislation
- The compilation of legal opinions
- The examination, registration and preservation of deeds
- The prosecution of criminals
- The rendering of legal administrative and support services including interpreting, messenger services etc. to ensure the effective functioning of the courts and Deeds Offices
- The representation of the State in legal cases

**NOTES:**

(a) **Utilisation of employees:**

Employees who are utilized in a specific capacity and who are employed in terms of this CORE are subject to the requirements of the following statutory provisions:

- Admittance of Advocate Act, 1964
- Attorneys Act, 1979 (Act 53 of 1979)

(b) **Requirements for employment**

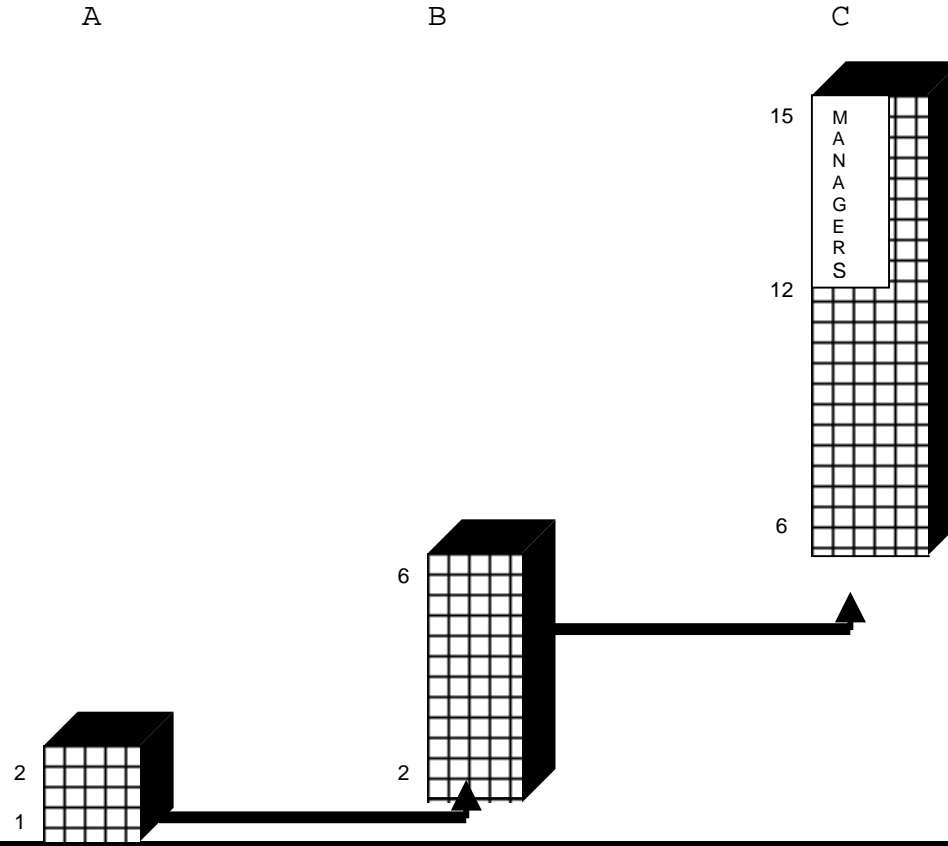
Although guidelines in respect of the competency profile on each level in this CORE are provided, executing authorities are responsible to ensure that the actual requirements for employment reflect the inherent requirements of a post. Executing authorities must also ensure that the requirements for employment are not in any way discriminatory.

(c) **Salary codes**

Salary codes in the prescriptive part of the CORE which have a D suffix are for the exclusive use of the South African National Defence Force.

## OVERVIEW OF CAREER PATH POSSIBILITIES

SALARY RANGE	JOB WEIGHT RANGE	PAGE INDEX
15	800-895	10(84)
14	747-842	10(78)
13	695-790	10(72)
12	642-737	10(67)
11	589-684	10(62)
10	537-632	10(57)
9	484-579	10(52)
8	432-527	10(47)
7	379-474	10(42)
6	326-421	10(32)
5	274-369	10(28)
4	221-316	10(24)
3	169-264	10(20)
2	116-211	10(13)
1	0-158	10(10)



- A. Elementary Occupations
- B. Administrative Office Workers
- C. Professionals and Managers

<b>SYNOPSIS OF CAREER PATH POSSIBILITIES</b>		
<b>MAJOR GROUP</b>	<b>CAREER PATH POSSIBILITIES</b>	<b>WHAT IS NEEDED TO PROGRESS</b>
<b>ELEMENTARY OCCUPATIONS</b>	Administrative Office Workers	<p><b>COMPETENCIES</b></p> <p>Appropriate competencies in the following field such as, e.g.:</p> <ul style="list-style-type: none"> <li>* Interpretation Services</li> <li>* Deeds</li> <li>* Estates</li> </ul> <p>Knowledge of elementary clerical duties e.g. finance, administration and court procedures as well as the ability to translate/interpret, to capture data and operate computer, filing or typing.</p> <p><b>LEARNING INDICATORS</b></p> <p>Skills and knowledge comparable to that normally obtained through formal studies up to grade 10</p> <p>In-service training such as, e.g.:</p> <ul style="list-style-type: none"> <li>* Deeds Registration courses</li> <li>* Course in taxation practices</li> </ul>

<b>SYNOPSIS OF CAREER PATH POSSIBILITIES</b>		
<b>MAJOR GROUP</b>	<b>CAREER PATH POSSIBILITIES</b>	<b>WHAT IS NEEDED TO PROGRESS</b>
<b>ADMINISTRATIVE OFFICE WORKERS</b>	Professionals and Managers	<p><b>COMPETENCIES</b></p> <p>The ability to analyse, handle objections/appeals/prosecutions, communicate, negotiate and to apply theory in practice as well as the application of knowledge, training and experience</p> <p>Knowledge and skills in the following areas:</p> <ul style="list-style-type: none"> <li>(a) Prosecutions</li> <li>(b) Registration of deeds</li> <li>(c) Liaison</li> <li>(d) Human resources</li> <li>(e) Training</li> <li>(f) Labour relations</li> <li>(g) Project management</li> <li>(h) Research</li> <li>(i) Policy/objective formulation, development and analysis</li> <li>(j) Budgeting</li> <li>(k) Facilitation</li> <li>(l) Conflict management</li> <li>(m) Financial management</li> <li>(n) Leadership</li> <li>(o) Planning and organising</li> <li>(p) Decision making</li> <li>(q) Legal interpretations</li> </ul> <p><b>LEARNING INDICATORS</b></p> <p>Skills and knowledge comparable to that normally obtained through formal studies towards obtaining</p>

<b>SYNOPSIS OF CAREER PATH POSSIBILITIES</b>		
<b>MAJOR GROUP</b>	<b>CAREER PATH POSSIBILITIES</b>	<b>WHAT IS NEEDED TO PROGRESS</b>
		<p>a university degree/ national diploma at a tertiary institution or specific skills and knowledge required to function as a manager/professional.</p> <p>In-service training as such as, e.g.:</p> <ul style="list-style-type: none"><li>* Investigator's course</li><li>* Deeds Registration Courses</li><li>* Courses for Assistant Masters</li></ul> <p>Compliance with the relevant statutory requirements to appear in relevant court or admittance as Attorney/Advocate where applicable</p>

**OTHER CORES THAT CAN BE CONSIDERED FOR CAREER DEVELOPMENT:**

- Administrative Line Function and Support Personnel
- Economic Advisory and Support Personnel
- Human Resource and Support Personnel
- Management and General Support Personnel

## PROFILE OF MAJOR GROUPS IN THIS CORE

### A. ELEMENTARY OCCUPATIONS

Elementary occupations are normally responsible for simple and routine tasks. It mainly requires the use of hand held tools and often it requires some physical effort. Furthermore, it also include the delivery of messages or goods. Supervision of other workers may be included. Most of the tasks at this level require skills normally obtained through 5 year's education which normally begins at the age of 7 years. Examples of typical jobs in this category are indicated in the table below:

JOB	SALARY RANGES	PAGE NUMBER
1. Cleaners in Offices, workshops, hospitals, etc.	1-2	10(12) – 10(15)
2. Messengers, porters and deliverers	1-2	10(12) – 10(15)

### B. ADMINISTRATIVE OFFICE WORKERS

#### Clerks and Related Personnel.

Record, organise, store, compute and retrieve information related to the work in question. Other tasks that are also included is the recording of written information on paper, or computers. Other clerical tasks could include contact with the public/clients. Most of the occupations included in this group will normally require skills normally obtained through between 3 and 6 year's of education which normally starts at the age of 3. Supervision of other workers may be included. Examples of typical jobs in this category are indicated in the table below:

<b>JOB S</b>		<b>SALARY RANGES</b>	<b>PAGE NUMBER</b>
1.	Translators and air traffic communicators	2-5	10(18) – 10(30)
2	Secretaries and other keyboard operating clerks	3-6	10(22) – 10(34)
3.	Other administrative and related clerks and organisers	2-6	10(18) – 10(34)

**C. PROFESSIONALS AND MANAGERS**

Personnel in this group are busy with increasing the existing pool of knowledge, applying scientific or artistic concepts and theories. Tasks performed usually include conducting analysis and research, developing concepts, theories and operational methods and advising on or applying existing knowledge related to physical sciences including mathematics, engineering and technology and also to life sciences including the medical profession, as well as social sciences, humanities and legal and social services. Included in this category are managers who are primarily responsible to formulate policies, plan, direct and co-ordinate the general functioning of an organisation or (a) component(s) thereof. Most of the occupations in this group will normally require skills normally obtained through education which normally begins at the age of 17 or 18 and lasts for 3 or more years and which usually leads to an university or postgraduate university degree. Supervision of other workers may be included. Examples of typical jobs in this category are indicated in the table below:

<b>JOB S</b>		<b>SALARY RANGES</b>	<b>PAGE NUMBER</b>
1.	Advocates	8-15	10(49) – 10(86)
2.	Attorneys	6-15	10(38) – 10(86)
3.	General legal administration and related professionals	6-15	10(38) – 10(86)

<b>JOBS</b>	<b>SALARY RANGES</b>	<b>PAGE NUMBER</b>
4. Language Practitioners Interpreters and other related Communication Personnel	6-15	10(38) – 10(86)
5. Middle Managers: Legal related	12	10(69)
6. Senior Management	13-15	10(74) – 10(86)

**NOTE:** Although this CORE provides mainly for managers from salary range 12-15, it should be noted that professionals can also progress to higher salary ranges provided that it is justified in terms of the results of job evaluation.

# SALARY RANGE 1

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
0-158	1	80193	A1020000	Cleaners in offices, workshops, hospitals etc.
		50193D	A2010000	Messengers, porters and deliverers

## GUIDELINES

CATEGORY	PAGE
• Elementary Occupations	10(12)
• Elementary Occupations	10(12)

# **GUIDELINES: ELEMENTARY OCCUPATIONS**

## GUIDELINES

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 1: Elementary Occupations</b></p> <p><b>UTILISATION CAPACITY</b>                      * Simple and routine tasks that require the use of hand-held tools and often requires some physical efforts including delivering of messages/goods</p> <p><b>AUTONOMY</b>                      * Structured work content with a few well-defined tasks</p> <p><b>USAGE OF EQUIPMENT AND MACHINERY</b>                      * Use a variety of equipment</p> <p><b>INVOLVEMENT WITH STORES</b>                      * Use maintenance supplies</p> <p><b>JOB INFORMATION</b>                      * Receive instruction/guidance on a single subject area which is straight forward</p> <p><b>PROBLEM SOLVING</b>                      * Refer problems to supervisor</p> <p><b>INTERACTION WITH CLIENTS/ STAFF</b>                      * Basic interaction in respect of procedural/routine matters</p>	<p>* Usual and special messenger services in court and deeds office</p> <p>* Escort judges to court</p> <p>* Elementary support to higher level work outputs</p> <p>* Clean and create an orderly working environment</p> <p>* Operate cleaning machines and maintenance thereof</p> <p>* Ancillary: Cleaning equipment, etc.</p> <p>* Maintenance supplies</p> <p>* Co-workers</p> <p>* Supervisors</p>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Knowledge of a few repetitive tasks such as:-</p> <p>* Cleaning (category A)</p> <p>* Equipment (category A)</p> <p>* Stores (category A)</p> <p>* Courier services (category A)</p> <p>* Court and Deeds office procedures</p> <p><b>SKILLS</b></p> <p>* Ability to operate machines</p> <p>* Ability to perform routine tasks independently</p> <p>* Basic literacy</p> <p><b>COMMUNICATION</b></p> <p>* Routine verbal exchange of information requiring helpfulness and politeness</p>	<p><b>QUALIFICATIONS</b>                      * ABET</p> <p><b>TRAINING</b></p> <p><b>EXPERIENCE</b>                      * ABET:                      No experience</p>

# SALARY RANGE 2

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
116-211	2	80194 50194 D	A1020000	Cleaners in offices, workshops, hospitals etc.
			A2010000	Messengers, porters and deliverers
			B1020300	Translators and air traffic communicators
			B1010600	Other administrative and related clerks and organisers

## GUIDELINES

CATEGORY	PAGE
• Elementary Occupations	10(15 )
• Elementary Occupations	10(815)
• Administrative Office Workers	10 (18)
• Administrative Office Workers	10 (18)

# **GUIDELINES: ELEMENTARY OCCUPATIONS**

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 2: Elementary occupations</b></p> <p><b>UTILISATION CAPACITY</b>                      * Simple and routine tasks that require the use of hand-held tools and often requires some physical efforts including delivering of messages/goods</p> <p><b>AUTONOMY</b>                      * Structured work content with a few well-defined tasks</p> <p><b>USAGE OF EQUIPMENT AND MACHINERY</b>                      * Use a variety of equipment and machinery</p> <p><b>INVOLVEMENT WITH STORES</b>                      * Uses stores</p> <p><b>JOB INFORMATION</b>                      * Receive instruction/guidance on several closely related subject areas which are straight forward                      * As teamleader, give limited work instruction on a single subject area</p> <p><b>PROBLEM SOLVING</b>                      * Solve problems by applying standing instructions or procedures</p> <p><b>PLANNING</b>                      * Planning in respect of own work                      * In some cases, could influence that of others</p>	<p>* Basic maintenance of equipment and reporting defects</p> <p>* Perform duties related to the copying and distribution of documents</p> <p>* Distribute cleaning equipment</p> <p>* Ancillary: Cleaning equipment</p> <p>* Maintenance supplies</p>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Knowledge of a limited range of work procedures such as:-                      * Cleaning (category B)                      * Equipment (category A)                      * Courier services (category B)</p> <p><b>SKILLS</b>                      * Literacy                      * Ability to perform routine tasks                      * Ability to operate equipment and machines</p> <p><b>COMMUNICATION</b>                      * Routine verbal exchange of information requiring helpfulness and politeness</p>	<p><b>QUALIFICATIONS</b>                      * ABET</p> <p><b>TRAINING</b></p> <p><b>EXPERIENCE</b>                      * ABET:                      Between 0 and 2 years</p>

**GUIDELINES**

JOB PROFILE		COMPETENCY PROFILE	
Generic job content	Examples of job outputs	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>DECISION MAKING</b> * In some cases decisions may be made in respect to the work of others but will mostly be in respect of own work</p> <p><b>INTERACTION WITH CLIENTS/ STAFF</b> * Basic interaction on procedural matters which are straight forward</p>	<p>* Co-workers * Supervisors * Public</p>		

# **GUIDELINES: ADMINISTRATIVE OFFICE WORKERS**

## GUIDELINES

JOB PROFILE		COMPETENCY PROFILE	
Generic job content	Examples of job outputs	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>Level 2: Administrative Office Workers</b></p> <p><b>UTILISATION CAPACITY</b>                      * Office and keyboard-operating clerks who record, organise, store, retrieve information and perform administrative functions related to the work in the office environment and/or deal directly with clients by requesting/providing information</p> <p><b>AUTONOMY</b>                      * Routine clerical tasks of which the content is straight forward but requires some interpretation</p> <p><b>FINANCIAL RESOURCES</b>                      * Person may be responsible for the handling of cash</p> <p><b>JOB INFORMATION</b>                      * Receive instruction/guidance on several closely related subject areas which are straight forward                      * As teamleader, give limited work instruction on a single subject area</p> <p><b>PROBLEM SOLVING</b>                      * Solve problems by applying standing instructions or procedures</p>	<p>Elementary and routine clerical assistance to higher level work outputs including:</p> <ul style="list-style-type: none"> <li>* File and destruct records and archives</li> <li>* Assist with banking of money</li> <li>* Keep registers/court records</li> <li>* Control over keys</li> <li>* Keep statistics</li> <li>* Counter services</li> <li>* Receipts and warrant vouchers issued</li> <li>* Capture data/trace documents</li> <li>* Basic translation and interpretation services</li> <li>* Clean recording equipment</li> </ul> <p>* Counter service                      * Banking                      * Issue receipts</p> <p>* Tracing files</p>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Knowledge of a limited range of work procedures and elementary clerical duties such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category A/B)</li> <li>* Training (category A)</li> <li>* HR matters (category A)</li> <li>* Computer (category A)</li> <li>* Data capturing</li> <li>* Telephone etiquette</li> <li>* Administration procedures relating to specific working environment</li> <li>* Planning and organising (category A)</li> <li>* Filing system</li> <li>* Accurately translate the meaning of information supplied in court and deeds office</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Literacy</li> <li>* Numeracy</li> <li>* Organising</li> <li>* Ability to perform routine tasks</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Basic interpersonal relationship</li> <li>* Team leading</li> <li>* Language</li> </ul>	<p><b>QUALIFICATIONS</b>                      * Grade 10 or equivalent</p> <p><b>TRAINING</b></p> <p><b>EXPERIENCE</b>                      * Grade 10 or equivalent                      No experience</p>

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work</li> <li>* In some cases, could influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* In some cases decisions may be made in respect to the work of others but will mostly be in respect of own work</li> </ul> <p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* Basic interaction on procedural matters which are straight forward</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Act as teamleader to assist with formal supervision</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Supervisors</li> <li>* Public</li> </ul>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Routine verbal exchange of information requiring helpfulness and politeness</li> <li>* Routine notes/memo's/letters</li> </ul>	

# SALARY RANGE 3

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
169-264	3	80195 50195 D	B1010100	Secretaries and other keyboard operating clerks
			B1010600	Other administrative and related clerks and organisers
			B1020300	Translators and air traffic communicators

## GUIDELINES

CATEGORY	PAGE
• Administrative Office Workers	10(22)
• Administrative Office Workers	10(22)
• Administrative Office Workers	10(22)

# **GUIDELINES: ADMINISTRATIVE OFFICE WORKERS**

## GUIDELINES

JOB PROFILE		COMPETENCY PROFILE	
Generic job content	Examples of job outputs	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>Level 3: Administrative Office Workers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Office and keyboard-operating clerks who record, organise, store, retrieve information and perform administrative functions related to the work in the office environment and/or deal directly with clients by requesting/providing information</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Clerical tasks of which the content is straight forward, but requires some interpretation</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Person may be responsible for the handling of cash</li> </ul> <p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>* Receive instruction/guidance on several closely related subject areas which are straight forward</li> <li>* As teamleader, give limited work instruction on a single subject area</li> </ul>	<ul style="list-style-type: none"> <li>* Handle less complicated routine correspondence/enquiries</li> <li>* Transcribe/type manuscripts and publications</li> <li>* Issues receipts and warrant vouchers</li> <li>* Counter service</li> <li>* Keeps petty cash</li> <li>* Contribute towards the registration of deeds</li> <li>* Mentoring, including in service person to person training, of new appointees/personnel</li> <li>* Record keeping of appeals</li> <li>* Assist in the packing of court equipment and books/stationary as well as the preparation of the court</li> <li>* Interpretation services</li> <li>* Calculate estate duty, etc.</li> <li>* Maintain registers and directives</li> <li>* Preparation and controlling of documents, advices, etc. for correctness</li> </ul> <ul style="list-style-type: none"> <li>* Counter Service</li> <li>* Banking</li> <li>* Issue receipts</li> </ul>	<p><b>KNOWLEDGE</b></p> <p>(Also see Annexure A)</p> <p>Knowledge of a limited range of work procedures and elementary clerical duties such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category A/B)</li> <li>* HR matters (category A)</li> <li>* Training (category A)</li> <li>* Computer (category A)</li> <li>* Data capturing</li> <li>* Telephone etiquette</li> <li>* Administration procedures relating to specific working environment, e.g. court and deeds office</li> <li>* Reporting procedures</li> <li>* Planning and organising (category A)</li> <li>* Procurement directives and procedures</li> <li>* Client's needs</li> <li>* How to do basic research/ information gathering</li> <li>* Court procedures</li> <li>* Accurately translate the meaning of information supplied in court and deeds office</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Organising</li> <li>* Ability to perform routine tasks</li> <li>* Ability to operate computer (hardware and software)</li> <li>* Basic interpersonal relationship</li> </ul>	<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>* Grade 10 or equivalent</li> <li>* Grade 12 or equivalent</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Junior Investigators Course/ ACA-course</li> <li>* Orientation course in deeds registration</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Grade 10 or equivalent</li> <li>Between 0 and 2 years</li> <li>* Grade 12 or equivalent</li> <li>No experience</li> </ul>

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Solve problems by applying standing instructions or procedures</li> <li>* Conclusions are mainly reached by applying, mainly routine job processes</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* In some cases decisions may be made in respect of the work of others but will mostly be in respect of own work</li> </ul> <p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* Basic interaction on general/ procedural matters which are straight forward</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of personnel on lower levels</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Supervisors</li> <li>* Public</li>   <li>* Oversee work performance</li> <li>* Allocate resources</li> <li>* Oversee maintenance of equipment</li> <li>* Allocate tasks</li> <li>* Administer basic HR matters</li> <li>* Assist with performance assessment</li> <li>* Train and develop personnel</li> </ul>	<ul style="list-style-type: none"> <li>* Problem solving</li> <li>* Leadership</li> <li>* Training</li> <li>* Language</li> <li>* Typing</li> <li>* Numeracy/mathematics</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Routine verbal exchange of information requiring helpfulness and politeness</li> <li>* Routine notes/memo's/letters</li> <li>* Interpretation in courts</li> </ul>	

# SALARY RANGE 4

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
221-316	4	80196 50196 D	B1010100	Secretaries and other keyboard operating clerks
			B1010600	Other administrative and related clerks and organisers
			B1020300	Translators and air traffic communicators

## GUIDELINES

CATEGORY	PAGE
• Administrative Office Workers	10 (26)
• Administrative Office Workers	10 (26)
• Administrative Office Workers	10 (26)

# **GUIDELINES: ADMINISTRATIVE OFFICE WORKERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 4: Administrative Office Workers</b></p> <p><b>UTILISATION CAPACITY</b>                      * Office and keyboard-operating clerks who record, organise, store, retrieve information and perform administrative functions related to the work in the office environment and/or deal directly with clients by requesting/providing information</p> <p><b>AUTONOMY</b>                      * General clerical tasks of which the content is straight forward but requires some interpretation</p> <p><b>FINANCIAL RESOURCES</b>                      * Person may be responsible for the handling of cash                      * Monitor the expenditure of others by means of collecting financial data for the budget</p>	<p>* Financial matters                      * Auxiliary and liaison services                      * Process matters relating to sheriffs                      * Keep records                      * Keep, monitor and report court rolls                      * Deal with expenses regarding the protection of witnesses                      * Receive and pay out monies                      * Handle trust accounts                      * Guidance and advice to clients                      * Process statistics                      * Assist with the administering of the budget vote and deposit accounts                      * Handle fines, bail money, exhibits, preparatory examinations, review cases, appeals etc.                      * Assist with the examination and registration of deeds                      * Interpretation services</p> <p>* Counter Services                      * Banking                      * Receive fines, witness fees and pay fees, salaries etc.                      * Issue receipts</p>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Knowledge of a limited range of work procedures and general clerical duties such as:-                      * Finance (category A/B)                      * HR matters (category A)                      * Training (category B)                      * Data capturing                      * Computer (category A/B)                      * Telephone etiquette                      * Administration procedures relating to specific working environment, e.g. Deeds Office                      * Planning and organising (category A/B)                      * Reporting procedures                      * How to do basic research/information gathering                      * Procurement directives and procedures                      * Knowledge of statistics                      * Norms and standards (category A)                      * Examination of Deeds (category A)                      * Court procedures                      * Accurately translate the meaning of information supplied in court and deeds offices</p>	<p><b>QUALIFICATIONS</b>                      * Grade 10 or equivalent                      * Grade 12 or equivalent                      * National Certificate in Registration of Deeds or equivalent, where applicable</p> <p><b>TRAINING</b>                      * Deeds Registration course level 1, where applicable                      * Senior Investigators Course</p> <p><b>EXPERIENCE</b>                      * Grade 10 or equivalent                      * Between 2 and 5 years                      * Grade 12 or equivalent                      * Between 0 and 2 years                      * Experience in registration of deeds, where applicable</p>

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>* Receive instruction/guidance on several closely related subject areas which are straight forward</li> <li>* As teamleader, give limited work instruction on a single subject area to sub-ordinates</li> <li>* Responsible for conveying procedural information in certain cases</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Solve problems by applying standing instructions or procedures</li> <li>* Conclusions are mainly reached by applying, mainly routine job processes but occasionally possible courses of action may be compared with each other</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Mostly in respect of own work</li> <li>* Limited decisions may in some cases be taken in respect of the work of others</li> </ul> <p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* Basic interaction on procedural/ technical matters which require some interpretation</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of personnel on lower levels</li> <li>* Limited authority in respect of quality control</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Public</li> <li>* Supervisors</li> <li>* Legal practitioners</li> </ul> <ul style="list-style-type: none"> <li>* Supervise deeds office archives</li> <li>* Allocate resources and tasks</li> <li>* Assist with performance assessment</li> <li>* Train and develop personnel</li> </ul>	<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to perform routine tasks</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Interpersonal relationship</li> <li>* Problem solving</li> <li>* Maintaining discipline</li> <li>* Ability to interpret and apply relevant directives and procedures</li> <li>* Language</li> <li>* Typing</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Routine verbal exchange of information requiring simple explanation</li> <li>* Routine written notes and memo's</li> <li>* Interpretation in courts</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Basic creativity is required as procedures and policies are well established and little innovation is required</li> </ul>	

# SALARY RANGE 5

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
274-369	5	80197 50197 D	B1010100	Secretaries and other keyboard operating clerks
			B1010600	Other administrative and related clerks and organisers
			B1020300	Translators and air traffic communicators

## GUIDELINES

CATEGORY	PAGE
• Administrative Office Workers	10 (30)
• Administrative Office Workers	10 (30)
• Administrative Office Workers	10 (30)

# **GUIDELINES: ADMINISTRATIVE OFFICE WORKERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 5: Administrative Office Workers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Office and keyboard-operating clerks who record, organise, store, retrieve information and perform administrative functions related to the work in the office environment and/or deal directly with clients by requesting/providing information</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* General clerical tasks of which the content is straight forward but requires some interpretation</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Person may be responsible for the handling of cash</li> <li>* Monitor the expenditure of others by means of collecting financial data for the budget</li> </ul> <p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>* Receive instruction/guidance on several closely related subject areas which are straight forward</li> <li>* As teamleader, give limited work instruction on a single subject area to sub-ordinates</li> <li>* Responsible for conveying procedural information in certain cases</li> </ul>	<ul style="list-style-type: none"> <li>* Submit documents to the rules board</li> <li>* Implement and administer acts</li> <li>* Interpret statistics</li> <li>* Editorial services</li> <li>* Assist with the examination and registration of deeds</li> <li>* Receive and pay out monies</li> <li>* Interpretation services</li> <li>* Allocates case numbers and open files</li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure A) Knowledge of a variety of work procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category A/B)</li> <li>* HR matters (category A/B)</li> <li>* Training (category B)</li> <li>* Data capturing</li> <li>* Telephone etiquette</li> <li>* Administration procedures relating to specific working environment, e.g. Deeds registration</li> <li>* Planning and organising (category B)</li> <li>* Reporting procedures</li> <li>* How to do basic research/ information gathering</li> <li>* Procurement directives and procedures</li> <li>* Knowledge/Interpretation of statistics</li> <li>* Examination of Deeds (category B)</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to perform routine tasks</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Interpersonal relationship</li> <li>* Problem solving</li> </ul>	<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>* Grade 10 or equivalent</li> <li>* Grade 12 or equivalent</li> <li>* National Higher Certificate in Registration of Deeds, where applicable</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Deeds Registration Course level 1, where applicable</li> <li>* Senior Investigators Course</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Grade 10 or equivalent Between 5 and 10 years</li> <li>* Grade 12 or equivalent Between 2 and 5 years</li> <li>* Experience in Deeds registration, where applicable</li> </ul>

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Solve problems by applying standing instructions or procedures may be compared with each other</li> <li>* Conclusions are mainly reached by applying, mainly routine job processes but occasionally possible courses of action</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Mostly in respect of own work</li> <li>* Limited decisions may in some cases be taken in respect of the work of others</li> </ul> <p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed information on procedural/technical matters</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Assist with general supervision of clerical personnel</li> <li>* Limited authority in respect of quality control</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Public</li> <li>* Supervisors</li> <li>* Legal practitioners</li> </ul> <ul style="list-style-type: none"> <li>* Supervise and control stores and equipment</li> <li>* Supervise, control and check accounts registers</li> <li>* Co-ordinate work schedules</li> <li>* Allocate tasks</li> <li>* Assist with performance assessment</li> <li>* Train and develop personnel</li> </ul>	<ul style="list-style-type: none"> <li>* Maintaining discipline</li> <li>* Formulation and editing</li> <li>* Co-ordinating, control and planning</li> <li>* Typing</li> <li>* Language</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Routine verbal exchange of information requiring simple explanation</li> <li>* Routine notes, memo's and reports</li> <li>* Motivation</li> <li>* Interpretation in courts</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Basic creativity is required as procedures and policies are well established and little innovation is required</li> </ul>	

# SALARY RANGE 6

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
326-421	6	80198 50198 D	B1010100	Secretaries and other keyboard operating clerks
			B1010600	Other administrative and related clerks and organisers
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other related communication personnel

## GUIDELINES

CATEGORY	PAGE
• Administrative Office Workers	10 (34)
• Administrative Office Workers	10(34)
• Professionals and Managers	10(38)
• Professionals and Managers	10(38)
• Professionals and Managers	10(38)

# **GUIDELINES: ADMINISTRATIVE OFFICE WORKERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 6: Administrative Office Workers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Office and keyboard-operating clerks who record, organise, store, retrieve information and perform administrative functions related to the work in the office environment and/or deal directly with clients by requesting/providing information</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Specialist clerical support tasks of which the work content is complex and requires occasional interpretation within an established framework</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Control expenditure of others</li> <li>Monitor budget levels by collecting financial data</li> <li>* Authorise expenditure in some cases</li> <li>* Person may still be responsible for the handling of cash</li> </ul> <p><b>ADVICE</b></p> <ul style="list-style-type: none"> <li>* Advice on procedural, technical and legal matters to colleagues and the public</li> </ul>	<ul style="list-style-type: none"> <li>* Attend court sessions</li> <li>* Controls all pending criminal appeal records</li> <li>* Determine trial dates</li> <li>* Distribute cases to judges</li> <li>* Keep statistics</li> <li>* Complies summonses</li> <li>* Deals with all work related to cases which are submitted for review</li> <li>* Taking down and record keeping of court proceedings</li> <li>* Provide assistance with the preparation of court sessions</li> <li>* Receive payments</li> </ul> <ul style="list-style-type: none"> <li>* Advice to legal practitioners</li> <li>* Advice on legal proceedings</li> </ul>	<p><b>KNOWLEDGE</b></p> <p>(Also see Annexure A)</p> <p>Knowledge of a variety of work ranges and procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category A/B)</li> <li>* HR matters (category A/B)</li> <li>* Training (category B)</li> <li>* Computer (category B)</li> <li>* Administration procedures relating to specific working environment</li> <li>* Planning and organising (category B)</li> <li>* Reporting procedures</li> <li>* How to do research/gather information</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Interpersonal relationship</li> <li>* Problem solving</li> <li>* Maintaining discipline</li> <li>* Conflict resolution</li> <li>* Team building</li> <li>* Ability to take decisions</li> <li>* Ability to work under pressure</li> <li>* Training</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of information which could require difficult explanation</li> <li>* More complex notes, memo's and reports</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Grade 10 or equivalent</li> <li>* Grade 12 or equivalent</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Course in Taxation Practice</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Grade 10 or equivalent</li> <li>More than 10 years</li> <li>* Grade 12 or equivalent</li> <li>Between 5 and 10 years</li> </ul>

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>* Guidance/Technical advice on wide ranging but related subjects within an established framework</li> <li>* Information will be familiar to the postholder but will require some interpretation</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Solve problems by applying standing instructions or procedures or referring to established precedents</li> <li>* Conclusions are reached by analysing a variety of mainly standard information</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work and in some cases that of others</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Decisions in respect of own work</li> <li>* Decisions in respect of the work of others</li> <li>* Make recommendations with regard to policies/strategies for a section of the department</li> </ul>		<ul style="list-style-type: none"> <li>* Cabinet Memoranda</li> <li>* Court documentation</li> <li>* Negotiation</li> <li>* Motivation</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Development of new ideas that impact on existing methods/policies/understanding (e.g. during court cases)</li> </ul>	

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed information on procedural/technical/legal and policy matters</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of clerical personnel</li> <li>* Limited authority in respect of quality control</li> <li>* Assistance and advice</li> <li>* Training/development</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Public</li> <li>* Supervisors</li> <li>* Other departments/provincial administrations</li> <li>* Private Sector Institutions</li> <li>* Legal Practitioners</li> </ul> <ul style="list-style-type: none"> <li>* Assist manager</li> <li>* Correspondence with various stakeholders</li> <li>* Assist with performance assessment</li> <li>* Allocate tasks</li> <li>* Train and develop personnel</li> </ul>		

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 6: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Specialist professional administrative tasks of which the work content is complex and requires occasional interpretation within an established framework</li> </ul>	<ul style="list-style-type: none"> <li>* Inputs, advice and improvement regarding application and interpretation of functional directives, practices and procedures including:-                             <ul style="list-style-type: none"> <li>- Policy regarding statutory appointments</li> <li>- Payment and service conditions of judges</li> <li>- Assessor system</li> <li>- Acts as additional sheriff</li> <li>- Magisterial districts</li> <li>- Appointment of senior council</li> <li>- Witness protection programmes</li> <li>- Consultations with stakeholders</li> <li>- Legal information to the community</li> <li>- Draft/amend/edit laws, sub-ordinate legislation and other legal documents such as tender documents, etc</li> <li>- Research</li> <li>- Investigate and prepare legal directives</li> <li>- Submit comments regarding new acts and sub-ordinate legislation</li> <li>- Interpret statistics</li> <li>- Court procedures</li> <li>- Summonses and warrants</li> <li>- Police dockets</li> <li>- Subpoenas and notices to witnesses</li> <li>- Process information on estates</li> <li>- Receive payments</li> </ul> </li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure A)</p> <p>Knowledge of a variety of work ranges and procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category A/B)</li> <li>* HR matters (category B)</li> <li>* Computer (category B)</li> <li>* Training (category B)</li> <li>* Administration procedures relating to specific working environment, e.g. Deeds Registrar</li> <li>* Planning and organising (category B/C)</li> <li>* Reporting procedures</li> <li>* How to do research/gather information</li> <li>* Procurement directives and procedures</li> <li>* Knowledge of statistics</li> <li>* Court procedures</li> <li>* Examination of Deeds (category C)</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Interpersonal relationship</li> <li>* Problem solving</li> <li>* Maintaining discipline</li> <li>* Formulation and editing</li> <li>* Conflict resolution</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification which include the specific recognised legal courses such as Criminal Law, Law of Evidence, etc.</li> <li>* National Diploma in Deeds Registration or equivalent qualification, where applicable</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Senior Investigators Course</li> <li>* Deeds Registration Course II, where applicable</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification: No experience</li> </ul> <p><b>STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>* Compliance with statutory requirements to appear in relevant court, where applicable</li> </ul>

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
	<ul style="list-style-type: none"> <li>- Adoptions, children court</li> <li>- Monitor court performance, court rolls and assessor system</li> <li>- Decriminalize lesser offences</li> <li>- Process applications regarding parole</li> <li>- Co-ordinate implementation of new and amended legislation</li> <li>- Institute prosecutions</li> <li>- Case preparation</li> <li>- Determine trial dates</li> <li>- Determine admission of guilt amounts and conditions</li> <li>- Draw up charge sheets and summonses</li> <li>- Present and reason state's case in the lower courts</li> <li>- Reports</li> <li>- Legal opinions</li> <li>- Extradition agreements</li> <li>- Tasks that must be/may be performed by an attorney, notary or conveyancer</li> <li>- Introduce and defend civil claims</li> <li>- Defend criminal cases</li> <li>- Expropriate land</li> <li>- Administrative matters related to estates</li> <li>- Provide budget inputs</li> <li>- Assist with the examination and registration of deeds</li> <li>- Draft international treaties and agreements</li> <li>- Interpretation services</li> <li>- Editorial service</li> </ul>	<ul style="list-style-type: none"> <li>* Team building</li> <li>* Research</li> <li>* Ability to take decisions</li> <li>* Presentation</li> <li>* Ability to apply theory in practice and application of knowledge, training and experience</li> <li>* Ability to work under pressure</li> <li>* Training</li> <li>* Language</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of information which could require difficult explanation</li> <li>* More complex notes, memo's and reports</li> <li>* Cabinet Memoranda</li> <li>* Court documentation</li> <li>* Negotiation</li> <li>* Motivation</li> <li>* Interpretation in courts</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Development of new ideas that impact on existing methods/policies/understanding (e.g. during court cases)</li> </ul>	



**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed information on procedural/technical/legal and policy matters</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of clerical personnel</li> <li>* Limited authority in respect of quality control</li> <li>* Assistance and advice</li> <li>* Training/development</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Public</li> <li>* Supervisors</li> <li>* Other departments/provincial administrations</li> <li>* Private Sector Institutions</li> <li>* Legal Practitioners</li> </ul> <ul style="list-style-type: none"> <li>* Assist manager</li> <li>* Correspondence with various stakeholders</li> <li>* Investigate personnel matters</li> <li>* Assist with performance assessment</li> <li>* Allocate tasks</li> <li>* Train personnel</li> </ul>		

# SALARY RANGE 7

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
379-474	7	80199 50199 D	C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other related communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10(44)
• Professionals and Managers	10(44)
• Professionals and Managers	10(44)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

## GUIDELINES

JOB PROFILE		COMPETENCY PROFILE	
Generic job content	Examples of job outputs	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>Level 7: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Specialist professional tasks with complex work content requiring frequent interpretation within an established framework</li> </ul>	<ul style="list-style-type: none"> <li>* Provide management with information/advice</li> <li>* Judicial acts such as debt recovering and settlement with persons that have entered into legal relationship with the department</li> <li>* Liaise court cases and legal administrative matters</li> <li>* Maintain criminal jurisdiction of lower court</li> <li>* Demarcate magisterial districts</li> <li>* Small claims courts and alternative dispute resolution fora</li> <li>* Co-ordinated interaction between the formal judicial structures and traditional courts and community justice structures</li> <li>* Legal relationship with neighbouring states in Africa and other international states</li> <li>* Common wealth schemes and projects</li> <li>* International agreements</li> <li>* Act as chairperson/presiding officer</li> <li>* Interpretation services in special cases</li> <li>* Provide training in respect of interpretation services</li> <li>* Draft international treaties and agreements</li> <li>* Assist with examination and Registration of Deeds</li> <li>* Summons and warrants</li> <li>* Draft/amend/edit laws and legislation applicable to the department</li> <li>* Routine correspondence on estate matters</li> <li>* Institute prosecutions</li> <li>* Case preparation</li> <li>* Present and reason State's cases in lower court</li> <li>* Tasks that must be/may be performed by an attorney, notary, conveyancer</li> <li>* Define civil claims/criminal cases</li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure A) Knowledge of a wide range of work procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category B)</li> <li>* HR matters (category B)</li> <li>* Training (category B)</li> <li>* Computer (category B)</li> <li>* Administration procedures relating to specific working environment</li> <li>* Planning and organising (category C)</li> <li>* Reporting procedures</li> <li>* How to do research/gather information</li> <li>* Procurement directives and procedures</li> <li>* Compilation of management reports</li> <li>* Legal interpretations</li> <li>* Court procedures</li> <li>* Examination of Deeds (category C)</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Interpersonal relationship</li> <li>* Problem solving</li> <li>* Maintaining discipline</li> <li>* Formulation and editing</li> <li>* Conflict resolution</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Tertiary legal qualification with relevant courses/ subjects</li> <li>* Tertiary qualification (LL.B)</li> <li>* Grade 12 or equivalent</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification (LLB): No experience</li> <li>* Tertiary qualification: Between 0 and 2 years</li> <li>* Grade 12 or equivalent: More than 10 years</li> </ul> <p><b>STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>* Compliance with statutory requirements to appear in relevant court, where applicable</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Advanced Deeds Registration Course level II, where applicable</li> </ul>

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Monitor budget levels by collecting financial data and the consolidating of accounts</li> <li>* Authorise expenditure in some cases</li> </ul> <p><b>ADVICE</b></p> <ul style="list-style-type: none"> <li>* Advice on procedural, technical, legal and policy matters to colleagues and the public</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work and in some cases that of a section</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Decisions in respect of own work</li> <li>* Decisions in respect of the work of others</li> <li>* Make recommendations with regard to policies/strategies for a section of the department/ provincial administration</li> </ul>	<ul style="list-style-type: none"> <li>* Advice regarding interpretations of acts, legal opinions etc.</li> <li>* Legal practitioners</li>   <li>* How to present cases in court</li> </ul>	<ul style="list-style-type: none"> <li>* Team building</li> <li>* Project Management</li> <li>* Facilitation</li> <li>* Language</li> <li>* Research</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of information which can require difficult explanation</li> <li>* Negotiations</li> <li>* Cabinet memoranda</li> <li>* Complex notes, memo's and reports</li> <li>* Motivation</li> <li>* Court and other legal documentation</li> <li>* Presentation</li> <li>* Court interpretation</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Development of new ideas that impact on existing methods/ policies/understanding (e.g. during court cases)</li> </ul>	

**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed information on procedural/technical/legal and policy matters which are of a specialist nature</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of professional personnel</li> <li>* Limited authority in respect of quality control</li> <li>* Training/development</li> <li>* Technical advice and guidance</li> <li>* Formal disciplinary authority</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Other departments/provincial administrations</li> <li>* Legal practitioners</li> <li>* Private Sector Institutions</li> <li>* Public</li> <li>* Supervisors</li> </ul> <ul style="list-style-type: none"> <li>* Allocate tasks</li> <li>* Personnel Performance Management System</li> <li>* Train and develop personnel</li> <li>* Maintain discipline</li> </ul>		

# SALARY RANGE 8

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
432-527	8	80200 50200 D	C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other related communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (49)
• Professionals and Managers	10 (49)
• Professionals and Managers	10 (49)
• Professionals and Managers	10 (49)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 8: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Specialist professional tasks with complex work content requiring frequent interpretation in the absence of an established framework</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Control expenditure of others</li> <li>* Monitor budget levels by collecting financial data and the consolidating of accounts</li> <li>* Authorise expenditure in some cases</li> <li>* May be a budget holder</li> </ul>	<ul style="list-style-type: none"> <li>* Attend multilateral technical committees regarding legal matters</li> <li>* Liaison with the Legal Aid Board</li> <li>* Programmes to combat crime</li> <li>* Present and arrange lectures/interpretation courses</li> <li>* Conduct language tests</li> <li>* Assist management with strategic planning</li> <li>* Draft international treaties and agreements</li> <li>* Pass legal judgement on registrability of deeds</li> <li>* Handle divorce and related court cases</li> <li>* Draft/amend/edit laws and legislation applicable to the department</li> <li>* Legal training of personnel</li> <li>* Matters related to estates</li> <li>* Prosecutions and related matters</li> <li>* Present and reason State's case in court/Supreme Court</li> <li>* Summonses and warrants</li> <li>* Do research</li> <li>* Execution of tasks that must be/may be performed by an attorney, notary or conveyancer</li> <li>* Facilitates work flow and registration of deeds process</li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure A) Knowledge of a wide range of work procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category B/C)</li> <li>* HR matters (category B)</li> <li>* Training (category C)</li> <li>* Computer (category B)</li> <li>* Administration procedures relating to specific working environment</li> <li>* Planning and organising (category C)</li> <li>* Reporting procedures</li> <li>* How to research/gather information</li> <li>* Procurement directives and procedures</li> <li>* Research/Analysing</li> <li>* Compilation of management reports</li> <li>* Programme/Project planning</li> <li>* Legal interpretations</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Problem solving</li> <li>* Interpersonal relationship</li> <li>* Maintaining discipline</li> <li>* Formulation and editing</li> <li>* Conflict resolution</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Grade 12 or equivalent</li> <li>* Tertiary qualification</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Deeds Registration Course level III, where applicable.</li> <li>* Course for Assistant Masters</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney/ Advocate, where applicable: No experience</li> <li>* Tertiary qualification (LLB): Between 0 and 2 years</li> <li>* Other tertiary qualification than LL.B: Between 2 and 5 years</li> <li>* Grade 12: More than 10 years</li> <li>* Relevant experience in Deeds Registration, where applicable</li> </ul> <p><b>STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney or Advocate, where applicable</li> </ul>



**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed information on procedural/technical/legal and policy matters which are of a specialist nature</li> </ul> <p><b>CONTENT OF COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* More detailed general and procedural information</li> <li>* Departmental policy/strategy</li> <li>* Interpretation of statutes</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of administrative and professional personnel</li> <li>* Limited authority in respect of quality control</li> <li>* Training/development</li> <li>* Technical advice and guidance</li> <li>* Formal disciplinary authority over administrative and professional personnel</li> <li>* Section management</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Other departments/provincial administrations</li> <li>* Legal practitioners</li> <li>* Private sector institutions</li> <li>* Public</li> <li>* Supervisors</li> </ul> <ul style="list-style-type: none"> <li>* Legal position in respect of court cases and registrability of deeds, handling of estates and court interpretation</li> </ul> <ul style="list-style-type: none"> <li>* Allocate tasks</li> <li>* Personnel Performance Management System</li> <li>* Train and develop personnel</li> <li>* Maintain discipline</li> </ul>		

# SALARY RANGE 9

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
484-579	9	80201 50201 D	C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10(54)
• Professionals and Managers	10(54)
• Professionals and Managers	10(54)
• Professionals and Managers	10(54)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 9: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Specialist professional tasks with complex work content requiring frequent interpretation in the absence of an established framework</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Control expenditure of others</li> <li>* Monitor budget levels by collecting financial data and the consolidating of accounts</li> <li>* Authorise expenditure in some cases</li> </ul>	<ul style="list-style-type: none"> <li>* Evaluate training on interpretation courses</li> <li>* Recommend interpreters for special trails</li> <li>* Interpretation services/lectures</li> <li>* Assist management with strategic planning</li> <li>* Draft formulate policy/objectives/laws/legislation/lectures</li> <li>* Pass legal judgement on registrability of deeds</li> <li>* Facilitate work flow and registration of deeds process</li> <li>* Prosecution and related matters</li> <li>* Present and reason State's cases in court/Supreme Court</li> <li>* Handle divorce and related court cases</li> <li>* Matters relating to estates</li> <li>* Execution of more difficult tasks which must be/may be performed by a attorney, notary or conveyancer</li> <li>* Study legal literature and provide legal advice on interpretations and directives</li> <li>* Do research</li> <li>* Negotiations regarding/drafting of international treaties and agreements</li> <li>* Facilitates work flow and registration of deeds process</li> <li>* Legal training of personnel</li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure A) Knowledge of a wide range of work procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category B/C)</li> <li>* HR matters (category B)</li> <li>* Training (category C)</li> <li>* Computer (category B)</li> <li>* Compilation of management reports</li> <li>* Reporting procedures</li> <li>* Procurement directives and procedures</li> <li>* Planning and organising (category C)</li> <li>* Administration procedures relating to specific working environment</li> <li>* How to do research/gather information</li> <li>* Legal interpretations</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Problem solving</li> <li>* Interpersonal relationship</li> <li>* Conflict resolution</li> <li>* Project management</li> <li>* Team building</li> <li>* Training</li> <li>* Policy analysis and development</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification</li> <li>* Grade 12 or equivalent</li> </ul> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>* Course for Assistant Masters, where applicable</li> <li>* Deeds Registration Course level IV, where applicable</li> </ul> <p><b>EXPERIENCE</b> <b>Management:</b></p> <ul style="list-style-type: none"> <li>* Admitted as Advocate/ Attorney where applicable: Between 0 and 2 years</li> <li>* Tertiary qualification (LLB): Between 2 and 5 years</li> <li>* Other tertiary qualification than LL.B: Between 5 and 10 years</li> <li>* Grade 12 or equivalent: More than 10 years</li> </ul> <p><b>STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney or Advocate, where applicable</li> </ul>



**GUIDELINES**

<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Decisions in respect of own work</li> <li>* Decisions in respect of the work of others</li> <li>* Make recommendations with regard to policies/strategies for a section of the department/ provincial administration</li> <li>* Make recommendations with regard to policies/strategies for the Public Service/State</li> </ul> <p><b>INTERACTION WITH CLIENTS/STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed and highly technical information of a more specialist nature</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to assist with supervision of administrative and professional personnel</li> <li>* Authority in respect of quality control</li> <li>* Training/development</li> <li>* Technical advice and guidance</li> <li>* Formal disciplinary authority over administrative personnel</li> <li>* Section management</li> <li>* Facilitate work flow and registration of deeds process, estates, etc</li> </ul>	<ul style="list-style-type: none"> <li>* How to present cases in court</li> <li>* Pass legal judgement in registrability of deeds</li> <li>* Correctness/completeness of documents such as: inventories, death notices, estate accounts, wages, etc.</li> </ul> <ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Other departments/provincial administrations</li> <li>* Legal practitioners</li> <li>* Private sector institutions</li> <li>* Public</li> <li>* Supervisors</li> </ul> <ul style="list-style-type: none"> <li>* Allocate tasks and resources</li> <li>* Personnel Performance Management System</li> <li>* Train and develop personnel</li> <li>* Maintain discipline</li> </ul>		

# SALARY RANGE 10

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
537-632	10	80202 50202 D	C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (59)
• Professionals and Managers	10 (59)
• Professionals and Managers	10 (59)
• Professionals and Managers	10 (59)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 10: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Professional tasks with complex work content requiring frequent interpretation in the absence of an established framework</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Control expenditure of others</li> <li>* Monitor budget levels by collecting financial data and consolidating of accounts</li> <li>* Authorise expenditure in some cases</li> <li>* May be a budget holder</li> <li>* Budget planning</li> </ul>	<ul style="list-style-type: none"> <li>* Assist management with strategic planning</li> <li>* Drafting/formulating policy/ objectives/laws/legislation</li> <li>* Complex investigations</li> <li>* Pass legal judgement in registrability of deeds</li> <li>* Act as chairperson/presiding officer at meetings</li> <li>* Handle more complex correspondence on estates and related matters</li> <li>* Manages registrar's office</li> <li>* Prosecutions, court appearances and related matters</li> <li>* The execution of more difficult tasks that must be/ may be performed by an attorney, notary or conveyancer</li> <li>* Study legal literature and provide advice on legal interpretations and directives</li> <li>* Do research</li> <li>* Negotiations on international treaties and agreements</li> <li>* Legal training of personnel</li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure) Knowledge of a wide range of work procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category B/C)</li> <li>* HR matters (category B)</li> <li>* Training (category D)</li> <li>* Computer (category B)</li> <li>* Administration procedures relating to specific working environment</li> <li>* Planning and organising (category C)</li> <li>* Reporting procedures</li> <li>* How to do research/gather information and analyse it</li> <li>* Procurement directives and procedures</li> <li>* Compilation of management reports</li> <li>* Legal interpretations</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Problem solving</li> <li>* Maintaining discipline</li> <li>* Formulating and editing</li> <li>* Conflict resolution</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney/ Advocate, where applicable: Between 2 and 5 years</li> <li>* Tertiary qualification (LL.B): Between 5 and 10 years</li> <li>* Other tertiary qualification than LL.B: More than 10 years</li> </ul> <p><b>TRAINING</b></p> <p><b>STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney or Advocate, where applicable</li> </ul>

## GUIDELINES

JOB PROFILE		COMPETENCY PROFILE	
Generic job content	Examples of job outputs	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>ADVICE</b></p> <ul style="list-style-type: none"> <li>* Advice on procedural, technical, legal and policy matters to colleagues and the public</li> <li>* Highly specialised advice can be given by more experienced or more highly qualified personnel to colleagues/staff at higher levels on policy matters/Public</li> </ul> <p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>* Guidance/Technical advice on unrelated subjects</li> <li>* Information may be unfamiliar to the postholder but will require an in depth analysis and interpretation before action can be taken</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Solve problems by applying broad policy or referring to established precedents</li> <li>* Conclusions are reached through the analysis of complex information from different sources where judgement is required to evaluate the best course(s) of action</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work and in some cases that of a section</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Decisions in respect of own work</li> <li>* Decisions in respect of the work of others</li> <li>* Make recommendations with regard to policies/strategies for a section of the department/ provincial administration</li> <li>* Make recommendations with regard to policies strategies for the Public Service/State</li> </ul>	<ul style="list-style-type: none"> <li>* Advice Court on Registration of Deeds matters</li>   <li>* Court records</li>   <li>* Pass legal judgement in registrability of deeds</li> <li>* Decides on aspects conferred on the Master: Supreme Court in terms of statutory and other directives</li> </ul>	<ul style="list-style-type: none"> <li>* Project management</li> <li>* Team building</li> <li>* Policy analysis and development</li> <li>* Policy/objectives formulation</li> <li>* Budgeting</li> <li>* Facilitation</li> <li>* Research</li> <li>* Legal skills</li> <li>* Training</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of highly specialised information</li> <li>* Complex notes, memoranda and reports</li> <li>* Motivation</li> <li>* Negotiations</li> <li>* Cabinet memoranda</li> <li>* Press releases</li> <li>* Court and other legal documentation such as estates, deeds, etc.</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Development of new ideas that result in major changes to existing methods/policies/ understanding (e.g. during court cases)</li> </ul>	

**GUIDELINES**

<b>GUIDELINES</b>			
<b>JOB PROFILE</b>		<b>COMPETENCY PROFILE</b>	
<b>Generic job content</b>	<b>Examples of job outputs</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed and highly specialised information of a more specialist nature</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Function as teamleader to supervise professional personnel</li> <li>* Authority in respect of quality control</li> <li>* Training/development</li> <li>* Technical advice and guidance</li> <li>* Formal disciplinary authority over administrative/professional personnel</li> <li>* Section management</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Other departments/provincial administrations</li> <li>* Legal practitioners</li> <li>* Private sector institutions</li> <li>* Public</li> <li>* Supervisors</li> </ul> <ul style="list-style-type: none"> <li>* Allocate tasks and resources</li> <li>* Personnel Performance Management System</li> <li>* Train and develop personnel</li> <li>* Maintain discipline</li> </ul>		

# SALARY RANGE 11

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
589-684	11	80203 50203 D	C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (64)
• Professionals and Managers	10 (64)
• Professionals and Managers	10 (64)
• Professionals and Managers	10 (64)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>Level 11: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Professional tasks with complex work content requiring frequent interpretation in the absence of an established framework</li> </ul> <p><b>FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>* Control expenditure of others</li> <li>* Monitor budget levels by collecting financial data and the consolidating of accounts</li> <li>* Authorise expenditure in some cases</li> <li>* May be a budget holder</li> <li>* Budget planning</li> </ul>	<ul style="list-style-type: none"> <li>* Assist management with strategic planning</li> <li>* Drafting/formulating policy / objectives/laws/legislation</li> <li>* Complex investigations</li> <li>* Pass legal judgement in registrability of deeds</li> <li>* Act as chairperson/presiding officer at meetings</li> <li>* Prosecutions, court appearances and related matters</li> <li>* Handle more difficult correspondence on estates and related matters</li> <li>* Draft applications to the court</li> <li>* Study complex literature and provide advice on legal interpretations and directives</li> <li>* Execution of more difficult tasks that must be/may be performed by an attorney, notary or conveyancer</li> <li>* International laws and related matters</li> <li>* Legal training of personnel</li> </ul>	<p><b>KNOWLEDGE</b> (Also see Annexure) Deep knowledge of a wide range of work procedures such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category C)</li> <li>* HR matters (category B)</li> <li>* Training (category D)</li> <li>* Computer (category B)</li> <li>* Administration procedures relating to specific working environment</li> <li>* Planning and organising (category C)</li> <li>* Reporting procedures</li> <li>* How to do research/gather information and analyse</li> <li>* Procurement directives and procedures</li> <li>* Compilation of management reports</li> <li>* Legal interpretations</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Problem solving</li> <li>* Maintaining discipline</li> <li>* Formulation and editing</li> <li>* Conflict resolution</li> <li>* Project Management</li> <li>* Team building</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney/Advocate, where applicable: Between 5 and 10 years</li> <li>* Tertiary qualification: More than 10 years</li> </ul> <p><b>TRAINING</b></p> <p><b>STATUTORY REQUIREMENT</b> Admittance as Attorney or Advocate, where applicable</p>

## GUIDELINES

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>ADVICE</b></p> <ul style="list-style-type: none"> <li>* Advice on procedural, technical, legal and policy matters to colleagues and the public</li> <li>* Highly specialised advice is given by more experienced or more highly qualified personnel and can be rendered to colleagues/staff at higher levels on policy matters/Public</li> </ul> <p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>* Guidance/Technical advice on unrelated subjects</li> <li>* Information may be unfamiliar to the postholder but will require an in depth analysis and interpretation before action can be taken</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Solve problems by applying broad policy or referring to established precedents</li> <li>* Conclusions are reached through the analysis of complex information from different sources where judgement is required to evaluate the best course(s) of action</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Planning in respect of own work and in some cases that of a section</li> <li>* As teamleader, can influence that of others</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Decisions in respect of own work</li> <li>* Decisions in respect of the work of others</li> <li>* Make recommendations with regard to policies/strategies for a section of the department/ provincial administration</li> <li>* Make recommendations with regard to policies/strategies for the Public Service/State</li> </ul>	<ul style="list-style-type: none"> <li>* Advice regarding interpretation of acts, legal opinions etc.</li> <li>* Legal practitioners</li> <li>* Advice regarding deeds, estates, etc.</li> <li>* Advice Court on Registration of Deeds matters</li> </ul> <p style="text-align: center;">* Court records</p> <ul style="list-style-type: none"> <li>* How to present cases in court</li> <li>* Pass legal judgement in registrability of deeds</li> <li>* Decides on aspects conferred on the Master: Supreme Court in terms of statutory and other directives</li> </ul>	<ul style="list-style-type: none"> <li>* Policy analysis and development</li> <li>* Policy/objectives formulation</li> <li>* Budgeting</li> <li>* Facilitation</li> <li>* Research</li> <li>* Training</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of highly specialised information</li> <li>* Complex notes, memo's and reports</li> <li>* Motivation</li> <li>* Negotiations</li> <li>* Cabinet memoranda</li> <li>* Press releases</li> <li>* Court and other legal documentation such as estates, deeds, etc.</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Development of new ideas that result in major changes to existing methods/policies/ understanding (e.g. during court cases)</li> </ul>	

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/STAFF</b>                      * More detailed and highly specialised information of a more specialist nature</p> <p><b>SUPERVISORY/MANAGEMENT</b>                      * Function as teamleader to supervise professional personnel                      * Authority in respect of quality control                      * Training/development                      * Technical advice and guidance                      * Formal disciplinary authority over administrative and professional personnel                      * Section management</p>	<p>* Co-workers                      * Other departments/provincial administrations                      * Legal practitioners                      * Private sector institutions                      * Public                      * Supervisors</p>		

# SALARY RANGE 12

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
642-737	12	80204 50204 D	C5010100	Advocates
			C6010304	Middle Managers: Legal related
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (69)
• Professionals and Managers	10 (69)
• Professionals and Managers	10 (69)
• Professionals and Managers	10 (69)
• Professionals and Managers	10 (69)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>Level 12: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b></p> <ul style="list-style-type: none"> <li>* Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases or conduct prosecutions in courts</li> <li>* Policy development</li> <li>* Middle management</li> </ul> <p><b>AUTONOMY</b></p> <ul style="list-style-type: none"> <li>* Professional tasks with complex work content requiring frequent interpretation in the absence of an established framework</li> </ul>	<ul style="list-style-type: none"> <li>* Policy development regarding:-</li> <li>- the provisioning and maintenance of a comprehensive administrative/ professional service;</li> <li>- the development and provisioning of goal directed education and training to all categories of personnel in the functional terrain; and</li> <li>- the organising and inspection of an administrative/professional service, identification of the needs for improved services, and the formulation of programmes and projects and the implementation thereof</li> <li>* Draft problematic/contentious applications to court</li> <li>* Service on committees</li> <li>* Ensure that estates are correctly administered and/or finalised</li> <li>* Ensure efficient running of higher courts</li> <li>* Handle complex court cases and related matters</li> <li>* Present and reason State's cases which are of a complex nature in court</li> <li>* Control functions of deeds office</li> <li>* Complex investigations</li> <li>* International laws and related matters</li> <li>* Study complex legal literature and provide advice on interpretations and directives</li> <li>* Execution of more difficult tasks that must be/may be performed by an attorney, notary or conveyancer</li> <li>* Legal training of personnel</li> </ul>	<p><b>KNOWLEDGE</b></p> <p>(Also see Annexure A)</p> <p>Deep knowledge of a wide range of work procedures and/or processes such as:-</p> <ul style="list-style-type: none"> <li>* Finance (category C)</li> <li>* HR matters (category B)</li> <li>* Training (category D)</li> <li>* Computer (category B)</li> <li>* Compilation of management reports</li> <li>* Reporting procedures</li> <li>* Research/analysing</li> <li>* Planning and organising (category C)</li> <li>* Legal interpretations</li> <li>* Court procedures</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>* Mathematics</li> <li>* Organising</li> <li>* Ability to operate computer (both hardware and software)</li> <li>* Problem solving</li> <li>* Interpersonal</li> <li>* Conflict resolution</li> <li>* Project Management</li> <li>* Team building</li> <li>* Policy analysis and development</li> <li>* Policy/objectives formulation</li> <li>* Budgeting</li> <li>* Facilitation</li> <li>* Research</li> <li>* Training</li> </ul>	<p><b>QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>* Tertiary qualification: More than 10 years</li> </ul> <p><b>TRAINING</b></p> <p><b>STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>* Admittance as Attorney or Advocate, where applicable</li> </ul>



**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/ STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed and highly technical/ specialised information are exchanged on a high level</li> <li>* Relationship with management</li> </ul> <p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Formal disciplinary authority over administrative and professional personnel</li> <li>* Authority in respect of quality control</li> <li>* Training/development</li> <li>* Technical advice and guidance</li> <li>* Section management</li> <li>* Establish control and planning</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Public</li> <li>* Other departments/provincial administrations</li> <li>* Legal practitioners</li> <li>* Private sector institutions</li> <li>* Media</li> <li>* Supervisors</li> <li>* Management</li> </ul> <ul style="list-style-type: none"> <li>* Allocate tasks and resources</li> <li>* Personnel Performance Management System</li> </ul>		

# SALARY RANGE 13

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
695-790	13	80205 50205 D	C6010200	Senior Management
			C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (74)
• Professionals and Managers	10 (74)
• Professionals and Managers	10 (74)
• Professionals and Managers	10 (74)
• Professionals and Managers	10 (74)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 13: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b>                      * High level specialist or senior management functions requiring frequent interpretation in the absence of an established framework</p> <p><b>AUTONOMY</b>                      * Complex work content including policy development and the determination of direction/strategy.</p>	<ul style="list-style-type: none"> <li>* Organise all activities in such a way that all organisational goals are achieved in the most effective manner including redirecting resources if necessary</li> <li>* Determine all types of policy in the organisation within his/her power of authority</li> <li>* Liaise with other institutions and individuals and execute commitments with regard to public appearance</li> <li>* Execute advisory commitments</li> <li>* Formulate strategic policies which will enable department/provincial administration to successfully fulfill its role in delivering a service to the community/clients</li> <li>* Determine the most effective work procedures and methods to achieve organisational goals</li> <li>* Compile budget and manage personnel activities responsible for but within budgetary constraints</li> <li>* Exercise control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions if deemed necessary</li> <li>* The effective provisioning and utilisation of personnel by means of effective resource utilisation and the application of fair labour practices in order to achieve organisational goals</li> <li>* Represent the department/provincial administration in high level committees</li> </ul>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Very deep knowledge of a wide range of activities as required such as:</p> <ul style="list-style-type: none"> <li>* Training (category C)</li> <li>* HR matters (category C/D)</li> <li>* Finance (category C/D)</li> <li>* Technical standards/ procedures</li> <li>* Needs and priorities of stakeholders</li> <li>* Planning and organising (category D)</li> <li>* Legal interpretation</li> <li>* Court procedures</li> <li>* Managerial functions</li> </ul> <p><b>SKILLS</b>                      Advanced skills such as:</p> <ul style="list-style-type: none"> <li>* Analytical thinking</li> <li>* Research</li> <li>* Computer utilisation</li> <li>* Policy formulation</li> <li>* Financial Management</li> <li>* Management to ensure that performance standards remains adequate and that responsibilities are adhered to within budget limits</li> <li>* Adaptability during changes to meet the goals</li> <li>* Change and diversity management</li> <li>* Leadership skills</li> </ul>	<p><b>QUALIFICATION</b>                      * Tertiary qualification plus training and courses in management practices depending on the area utilisation.</p> <p><b>TRAINING</b></p> <p><b>EXPERIENCE</b>                      * Tertiary qualification:                      More than 10 years</p> <p><b>STATUTORY REQUIREMENTS</b>                      * Admittance as Advocate or Attorney, where applicable</p>

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>FINANCIAL RESOURCES</b> * Complex financial management responsibilities.</p> <p><b>USAGE OF EQUIPMENT AND MACHINERY</b> * Overall responsibility for a wide variety of equipment/machinery.</p> <p><b>INVOLVEMENT WITH STORES</b> * Overall responsibility for stores carrying a wide variety of supplies.</p> <p><b>LAND AND BUILDINGS</b> * Overall responsibility for land and buildings which require effective property management.</p> <p><b>ADVICE</b> * The advice is highly specialised/complex and is normally available from only a few sources within the Department/provincial administration</p> <p><b>JOB INFORMATION</b> * Spectrum of job information will be complex and wide ranging.</p>	<ul style="list-style-type: none"> <li>* Set budget levels</li> <li>* Major budget planning</li> <li>* Analyse financial data</li>   <li>* Ancillary</li> <li>* Service</li> <li>* Office</li> <li>* Computer</li> <li>* Vehicles</li>   <li>* Stationary</li> <li>* Printing</li> <li>* Maintenance supplies</li>   <li>* Offices</li> <li>* Courts</li>   <li>* Departmental/provincial administration policy/strategy</li> <li>* Public Service policy/strategy</li> <li>* Public relations</li> <li>* Technical/policy matters</li>   <li>* Technical/professional</li> <li>* Department/provincial administration policy/strategy</li> </ul>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of highly specialised information and providing/obtaining sensitive information requiring tact and diplomacy</li> <li>* Public appearances and debating</li> <li>* Complex notes/memos/ letters</li> <li>* Sensitive press releases</li> <li>* Complex legal documents</li> <li>* Negotiation</li> <li>* Motivation</li> <li>* Cabinet memoranda</li> <li>* Presentation</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Exceptional creativity is required to develop completely new methods/policies/ understanding</li> </ul>	

**GUIDELINES**

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>* Conclusion on broad policy is reached by normally having to evaluate alternative options which are very often totally new or unprecedented</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>* Plan the work of the directorate and often influence the planning to be done in other departments/provincial administration</li> </ul> <p><b>DECISION MAKING</b></p> <ul style="list-style-type: none"> <li>* Resolve job related problems referred to by others</li> <li>* Authorise actions</li> <li>* Recommend/decide on issues that will impact on the public service</li> <li>* Control projects</li> <li>* Recommend actions requiring major resource commitment by others</li> <li>* Amend existing practices and procedures for their work area</li> </ul>	<ul style="list-style-type: none"> <li>* Resource allocation</li> <li>* Projects</li> <li>* Statistical forecasting</li> <li>* Application of policy or procedures</li> <li>* Significant financial planning</li> <li>* Contribution to Departmental/provincial administration strategic planning</li> </ul>		

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/STAFF</b></p> <ul style="list-style-type: none"> <li>* More detailed and highly specialised/ technical/professional information can be exchanged on a wide range of unrelated subjects</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Management</li> <li>* Senior Management</li> <li>* Legal Practitioners</li> <li>* Other departments/ provincial administrations</li> <li>* Minister/Premier/MEC</li> <li>* Private Sector Organisations</li> <li>* General Public</li> <li>* Academic Institutions</li> <li>* Media</li> <li>* International organisations</li> </ul>		
<p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Supervise/manage personnel of whom the composition may vary from administrative up to professional</li> <li>* As part of managing sections responsible for, various advice will be given, discipline will be maintained and control and planning will be exercised.</li> </ul>	<ul style="list-style-type: none"> <li>* Personnel Performance Management System</li> <li>* Train and develop personnel</li> <li>* Allocate tasks</li> <li>* Maintain discipline</li> </ul>		

# SALARY RANGE 14

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
747-842	14	80206 50206 D	C6010200	Senior Management
			C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (80)
• Professionals and Managers	10 (80)
• Professionals and Managers	10 (80)
• Professionals and Managers	10 (80)
• Professionals and Managers	10 (80)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>Level 14: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b>                      * High level specialist or senior management functions requiring frequent interpretation in the absence of an established framework</p> <p><b>AUTONOMY</b>                      * Complex work content including policy development and the determination of direction/strategy.</p>	<ul style="list-style-type: none"> <li>* Organise all activities in such a way that all organisational goals are achieved in the most effective manner including redirecting resources if necessary</li> <li>* Determine all types of policy in the organisation within his/her power of authority</li> <li>* Liaise with other institutions and individuals and execute commitments with regard to public appearance</li> <li>* Execute advisory commitments</li> <li>* Formulate strategic policies which will enable department/provincial administration to successfully fulfill its role in delivering a service to the community/clients</li> <li>* Determine the most effective work procedures and methods to achieve organisational goals</li> <li>* Compile budget and manage personnel activities responsible for but within budgetary constraints</li> <li>* Exercise control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions if deemed necessary</li> <li>* The effective provisioning and utilisation of personnel by means of effective resource utilisation and the application of fair labour practices in order to achieve organisational goals</li> <li>* Represent the department/provincial administration in high level committees</li> </ul>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Very deep knowledge of a wide range of activities are required such as:</p> <ul style="list-style-type: none"> <li>* Training (category C)</li> <li>* HR matters (category C/D)</li> <li>* Finance (category D)</li> <li>* Technical standards/ procedures</li> <li>* Needs and priorities of stakeholders</li> <li>* Planning and organising (category D)</li> <li>* Legal interpretations</li> <li>* Court procedures</li> <li>* Managerial functions</li> </ul> <p><b>SKILLS</b>                      Advanced skills such as:</p> <ul style="list-style-type: none"> <li>* Analytical thinking</li> <li>* Research</li> <li>* Computer utilisation</li> <li>* Policy formulation</li> <li>* Financial Management</li> <li>* Management to ensure that performance standards remains adequate and that responsibilities are adhered to with in budget limits</li> <li>* Adaptability during changes to meet the goals</li> <li>* Change and diversity management</li> <li>* Leadership skills</li> </ul>	<p><b>QUALIFICATION</b>                      * Tertiary qualification plus training and courses in management practices depending on area of utilisation.</p> <p><b>TRAINING</b></p> <p><b>EXPERIENCE</b>                      * Tertiary qualification:                      More than 10 years</p> <p><b>STATUTORY REQUIREMENTS</b>                      * Admittance as Attorney or Advocate, where applicable</p>

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>FINANCIAL RESOURCES</b> * Complex financial management responsibilities.</p> <p><b>USAGE OF EQUIPMENT AND MACHINERY</b> * Overall responsibility for a wide variety of equipment/machinery.</p> <p><b>INVOLVEMENT WITH STORES</b> * Overall responsibility for stores carrying a wide variety of supplies.</p> <p><b>LAND AND BUILDINGS</b> * Overall responsibility for land and buildings which require effective property management.</p> <p><b>ADVICE</b> * The advice is highly specialised/complex and is normally available from only a few sources within the Public Service.</p> <p><b>JOB INFORMATION</b> * Spectrum of job information will be complex and wide ranging.</p>	<ul style="list-style-type: none"> <li>* Set budget levels</li> <li>* Major budget planning</li> <li>* Analyse financial data</li>   <li>* Ancillary</li> <li>* Service</li> <li>* Office</li> <li>* Computer</li> <li>* Vehicles</li>   <li>* Stationary</li> <li>* Printing</li> <li>* Maintenance supplies</li>   <li>* Offices</li> <li>* Courts</li>   <li>* Departmental/provincial administration policy/strategy</li> <li>* Public Service policy/strategy</li> <li>* Public relations</li> <li>* Technical/policy matters</li>   <li>* Technical/professional</li> <li>* Department/provincial administration policy/strategy</li> </ul>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>* Verbal exchange of highly specialised and complex information and providing/obtaining sensitive information requiring tact and diplomacy</li> <li>* Public appearances and debating</li> <li>* Complex notes/memo's/ letters</li> <li>* Sensitive press releases</li> <li>* Complex legal documents</li> <li>* Negotiation</li> <li>* Motivation</li> <li>* Cabinet Memoranda</li> <li>* Presentation</li> </ul> <p><b>CREATIVITY</b></p> <ul style="list-style-type: none"> <li>* Exceptional creativity is required to develop completely new methods/ policies/understanding</li> </ul>	

**GUIDELINES**

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
<p><b>PROBLEM SOLVING</b>                      * Conclusion on broad policy is reached by normally having to evaluate alternative options which are very often totally new or unprecedented</p> <p><b>PLANNING</b>                      * Plan the work of the Chief directorate and often influence the planning to be done in other departments/provincial administration</p> <p><b>DECISION MAKING</b>                      * Resolve job related problems referred to by others                      * Authorise actions                      * Recommend/decide on issues that will impact on the public service                      * Control projects                      * Recommend actions requiring major resource commitment by others                      * Amend existing practices and procedures for their work area</p>	<ul style="list-style-type: none"> <li>* Resource allocation</li> <li>* Projects</li> <li>* Statistical forecasting</li> <li>* Application of policy or procedures</li> <li>* Major financial planning</li> <li>* Contribution to Departmental/provincial administration strategic planning</li> </ul>		

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>INTERACTION WITH CLIENTS/STAFF</b></p> <ul style="list-style-type: none"> <li>* Highly specialised technical/professional and complex information can be exchanged on a high level on a wide range of unrelated subjects</li> </ul>	<ul style="list-style-type: none"> <li>* Co-workers</li> <li>* Management</li> <li>* Senior Management</li> <li>* Legal Practitioners</li> <li>* Other departments/ provincial administrations</li> <li>* Minister/Premier/MEC</li> <li>* Private Sector Organisations</li> <li>* General Public</li> <li>* Academic Institutions</li> <li>* Media</li> <li>* International organisations</li> </ul>		
<p><b>SUPERVISORY/MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>* Supervise/manage personnel of whom the composition may vary from administrative up to professional.</li> <li>* As part of managing sections responsible for, various advice will be given, discipline will be maintained and control and planning will be exercised.</li> </ul>	<ul style="list-style-type: none"> <li>* Personnel Performance management System</li> <li>* Train and develop personnel</li> <li>* Allocate tasks</li> <li>* Maintain discipline</li> </ul>		

# SALARY RANGE 15

## PRESCRIPTS

JOB WEIGHT RANGE	SALARY RANGE	SALARY CODE	OCCUPATIONAL CLASSIFICATION	
			CODE	OCCUPATION
800-895	15	80207 50207 D	C6010200	Senior Management
			C5010100	Advocates
			C5010200	Attorneys
			C5010300	General legal administration and related professionals
			C5040200	Language Practitioners, Interpreters and other communication personnel

## GUIDELINES

CATEGORY	PAGE
• Professionals and Managers	10 (86)
• Professionals and Managers	10 (86)
• Professionals and Managers	10 (86)
• Professionals and Managers	10 (86)
• Professionals and Managers	10 (86)

# **GUIDELINES: PROFESSIONALS AND MANAGERS**

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>Level 15: Professionals and Managers</b></p> <p><b>UTILISATION CAPACITY</b>                      * High level specialist or top management functions requiring frequent interpretation in the absence of an established framework</p> <p><b>AUTONOMY</b>                      * Complex work content including policy development and the determination of direction/strategy.</p>	<ul style="list-style-type: none"> <li>* Organise all activities in such a way that all organisational goals are achieved in the most effective manner including redirecting resources if necessary</li> <li>* Determine all types of policy in the organisation within his/her power of authority</li> <li>* Liaise with other institutions and individuals and execute commitments with regard to public appearance</li> <li>* Execute advisory commitments</li> <li>* Formulate strategic policies which will enable department/provincial administration to successfully fulfill its role in delivering a service to the community/clients</li> <li>* Determine the most effective work procedures and methods to achieve organisational goals</li> <li>* Compile budget and manage personnel activities responsible for but within budgetary constraints</li> <li>* Exercise control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions if deemed necessary</li> <li>* The effective provisioning and utilisation of personnel by means of effective resource utilisation and the application of fair labour practices in order to achieve organisational goals</li> <li>* Represent the department/provincial administration in high level committees</li> </ul>	<p><b>KNOWLEDGE</b>                      (Also see Annexure A)                      Very deep knowledge of a wide range of activities are required such as:</p> <ul style="list-style-type: none"> <li>* Training given (category C)</li> <li>* HR matters (category C/D)</li> <li>* Finance (category D)</li> <li>* Technical standards/ procedures</li> <li>* Needs and priorities of stakeholders</li> <li>* Planning and organising (category D)</li> <li>* Legal interpretation</li> <li>* Court procedures</li> <li>* Managerial functions</li> </ul> <p><b>SKILLS</b>                      Advanced skills such as:</p> <ul style="list-style-type: none"> <li>* Analytical thinking</li> <li>* Research</li> <li>* Computer utilisation</li> <li>* Policy formulation</li> <li>* Financial Management</li> <li>* Management to ensure that performance standards remains adequate and that responsibilities are adhered to within budget limits</li> <li>* Adaptability during changes to meet the goals</li> <li>* Change and deversity management</li> <li>* Leadership skills</li> </ul>	<p><b>QUALIFICATION</b>                      * Tertiary qualification plus training and courses in management practices depending on area of utilisation</p> <p><b>TRAINING</b></p> <p><b>EXPERIENCE</b>                      * Tertiary qualification:                      More than 10 years</p> <p><b>STATUTORY REQUIREMENTS</b>                      * Admittance as Attorney or Advocate, where applicable</p>

**GUIDELINES**

<b>JOB COMPOSITION</b>		<b>COMPETENCY PROFILE</b>	
<b>Nature of Job</b>	<b>Examples</b>	<b>Key Competencies</b>	<b>Learning indicators</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<p><b>FINANCIAL RESOURCES</b> * Complex financial management responsibilities.</p> <p><b>USAGE OF EQUIPMENT AND MACHINERY</b> * Overall responsibility for a wide variety of equipment/machinery.</p> <p><b>INVOLVEMENT WITH STORES</b> * Overall responsibility for stores carrying a wide variety of supplies.</p> <p><b>LAND AND BUILDINGS</b> * Overall responsibility for land and buildings which require effective property management.</p> <p><b>ADVICE</b> * The advice is highly specialised/complex and is normally available from only a few resources within the Public Service.</p> <p><b>JOB INFORMATION</b> * Spectrum of job information will be complex and wide ranging.</p>	<ul style="list-style-type: none"> <li>* Set budget levels</li> <li>* Major budget planning</li> <li>* Analysing financial data</li>   <li>* Ancillary</li> <li>* Service</li> <li>* Office</li> <li>* Computer</li> <li>* Vehicles</li>   <li>* Stationary</li> <li>* Printing</li> <li>* Maintenance supplies</li>   <li>* Offices</li> <li>* Courts</li>   <li>* Departmental/provincial administration policy/strategy</li> <li>* Public Service policy/strategy</li> <li>* Public relations</li> <li>* Technical/policy matters</li>   <li>* Technical/professional</li> <li>* Department/provincial administration policy/strategy</li> </ul>	<p><b>COMMUNICATION</b> * Verbal exchange of highly specialised and complex information requiring difficult explanation as well as providing/obtaining sensitive information requiring tact and diplomacy</p> <ul style="list-style-type: none"> <li>* Public appearances and debating</li> <li>* Complex notes/memoranda/letters</li> <li>* Sensitive press releases</li> <li>* Complex legal documents</li> <li>* Negotiation</li> <li>* Motivation</li> <li>* Cabinet memoranda</li> <li>* Presentation</li> </ul> <p><b>CREATIVITY</b> * Exceptional creativity is required to develop completely new methods/policies/ understanding</p>	

**GUIDELINES**

JOB COMPOSITION		COMPETENCY PROFILE	
Nature of Job	Examples	Key Competencies	Learning indicators
(a)	(b)	(c)	(d)
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## GUIDE: TRANSITION TO CORE: LEGAL AND SUPPORT PERSONNEL

(10LEGP)

### OCCUPATIONAL CLASSES

Cleaner  
 Court Interpreter  
 Court Stenographer  
 Family Advocate  
 Legal Administration Officer  
 Management Echelon  
 Master: Supreme Court  
 Military Law Officer  
 Permanent Member: Divorce Court  
 Registrar: Deeds  
 Registrar: Supreme Court  
 State Advocate  
 State Attorney  
 State Law Adviser  
 State Law Adviser (International Law)  
 State Prosecutor  
 Usher Messenger

SALARY RANGE	CURRENT POST CLASSES/ RANKS
1	Cleaner I Usher Messenger I
2	Cleaner II Registrar's Clerk (First leg) Court Interpreter, Grade I Usher Messenger II
3	Estate Controller Deeds Controller Registrar's Clerk (Second leg) Court Interpreter, Grade II Court Stenographer, Grade I
4	Senior Estate Controller (First leg) Senior Deeds Controller (First leg) Senior Registrar's Clerk (First leg) Senior Court Interpreter, Grade I Court Stenographer, Grade II
5	Senior Estate Controller (Second leg) Senior Deeds Controller (Second leg) Senior Registrar's Clerk (Second leg) Senior Court Interpreter, Grade II Court Stenographer, Grade III

SALARY RANGE	CURRENT POST CLASSES/ RANKS
6	Legal Administration Officer (First leg) Principal Estate Controller (First leg) Military Law Officer (First leg) Principal Deeds Controller (First leg) Senior Registrar's Clerk (Third leg) Registrar: Supreme Court (First leg) Candidate State Attorney State Prosecutor (First leg) Senior Court Interpreter, Grade III Court Stenographer, Grade IV
7	Legal Administration Officer (Second leg) Principal Estate Controller (Second leg) Military Law Officer (Second leg) Principal Deeds Controller (Second leg) Registrar: Supreme Court (Second leg) Candidate State Attorney State Prosecutor (Second leg) Principal Court Interpreter
8	Family Advocate (First leg) Legal Administration Officer (Third leg) Chief Estate Controller (First leg) Military Law Officer (Third leg) Chief Deeds Controller (First leg) Registrar: Supreme Court (Third leg) State Advocate (First leg) Assistant State Attorney (First leg) Assistant State Law Adviser (First leg) Assistant State Law Adviser (International Law) (First leg) State Prosecutor (Third leg) Inspector of Interpreters
9	Family Advocate (Second leg) Legal Administration Officer (Fourth leg) Chief Estate Controller (Second leg) Military Law Officer (Fourth leg) Chief Deeds Controller (Second leg) Registrar: Supreme Court (Fourth leg) State Advocate (Second leg) Assistant State Attorney (Second leg) Assistant State Law Adviser (Second leg) Assistant State Law Adviser (International Law) (Second leg) State Prosecutor (Fourth leg) Chief Inspector of Interpreters
10	Family Advocate (Third leg) Legal Administration Officer (Fifth leg) Assistant Master: Supreme Court (First leg) Military Law Officer (Fifth leg) Permanent Member: Divorce Court (First leg) Assistant Registrar: Deeds (First leg) Registrar: Deeds (First leg) Senior Registrar: Supreme Court (First leg) State Advocate (Third leg) Assistant State Attorney (Third leg) State Law Adviser (First leg) State Law Adviser (International Law) (First leg) State Prosecutor (Fifth leg)

SALARY RANGE	CURRENT POST CLASSES/ RANKS
11	Family Advocate (Fourth leg) Legal Administration Officer (Sixth leg) Assistant Master: Supreme Court (Second leg) Senior Military Law Officer Permanent Member: Divorce Court (Second leg) Assistant Registrar: Deeds (Second leg) Registrar: Deeds (Second leg) Senior Registrar: Supreme Court (second leg) State Advocate (Fourth leg) Assistant State Attorney (Fourth leg) State Law Adviser (Second leg) State Law Adviser (International Law) (Second leg) State Prosecutor (Sixth leg)
12	Senior Family Advocate Senior Legal Administration Officer Deputy Master: Supreme Court Master: Supreme Court Chief Military Law Officer Permanent Member: Divorce Court (Third leg) Deputy Registrar: Deeds Registrar: Deeds Chief Registrar: Supreme Court Senior State Advocate Senior Assistant State Attorney Senior State Law Adviser Senior State Law Adviser (International Law) Senior State Prosecutor
13	Director and equivalent
14	Chief Director and equivalent
15	Deputy Director-General and equivalent