



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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CIRCULAR NO 6 OF 2021

TO: ALL HEADS OF NATIONAL/ PROVINCIAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, AND GOVERNMENT COMPONENTS

DRAFT PUBLIC SERVICE OCCUPATIONAL DICTIONARY

1. The Department of Public Service and Administration (DPSA) is in the process of developing an Occupational Dictionary for the Public Service (a copy of the draft dictionary is attached). The development of the Occupational Dictionary seeks to improve how occupations are currently classified and described in terms of the Occupational Classification System (OCS) prescribed by the Minister for the Public Service and Administration to address current needs in terms of "business information" and reporting on Human Resource (HR) matters. The dictionary also provides high level descriptors of the inherent requirements linked to occupations and a basis for the development of job profiles.
2. The dictionary only covers occupations employed in terms of the Public Service Act and consists of eight major occupational categories which are further divided into sub-major, minor and unit groups. The occupational groups are differentiated in terms of skill level, skill specialisation and complexity of work. Furthermore, a list of occupations linked to each occupational category is provided. The dictionary has been designed to be compatible with both the current Public Service Occupational Classification System (OCS) and the Department of Higher Education and Training's Organising Framework for Occupations (OFO).
3. Based on this background, your department is requested to provide inputs and comments on the draft dictionary attached. Departments are requested to review and focus on the following areas in the dictionary (a template to be used for submitting inputs is attached):

- a) The layout of the draft dictionary.
 - b) The broad description of the occupational categories (e.g., elementary occupations, clerical and administrative office workers, professionals, etc.).
 - c) The associated tasks and generic competencies (broad descriptions).
 - d) The minimum qualifications for employment in the various occupational categories.
 - e) Other requirements (e.g., registration with statutory bodies, driver's license, etc.).
 - f) The list of occupations and descriptors (Please note that in some cases occupations have been listed with minimum elucidation as it is not clear at this stage whether these occupations are utilised in the Public Service.).
 - g) Specify which occupations in the dictionary are applicable specifically to your department and include those that might not be covered in the dictionary.
 - h) Indicate which of the listed occupations are not employed in the Public Service.
4. The attached template should ideally be completed within the Human Resource component in the department, certified by the Head of Department and submitted to Ms M Morena whose contact details appear above by not later than 30 April 2021.
 5. Following the due date of 30 April 2021, the DPISA will analyse the information received and where necessary, further engagements will be conducted with departments on a one-on-one basis.

Your co-operation will be highly appreciated.



Ms Yoliswa Makhasi
Director-General

Date: 13 April 2021.