



the dpsa

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CIRCULAR NO 39 of 2023

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

DETERMINATION ON THE PUBLIC SERVICE OCCUPATIONAL CLASSIFICATION SYSTEM: OCCUPATIONAL DICTIONARY 2024

1. The Department of Public Service and Administration (DPSA) has developed the new Public Service Occupational Classification System: Occupational Dictionary 2024 (a copy of the dictionary is attached). The dictionary replaces the current Occupational Classification System (OCS) which was first issued in 1999 in terms of the provisions of the then Public Service Regulations. The OCS was prescribed by the Minister for the Public Service and Administration (MPSA) to assist departments in designing jobs, categorizing them into occupations and developing career paths linked to the salary scale.
2. The dictionary is issued by the Minister for the Public Service and Administration in terms of Regulation 39 (3) of the Public Service Regulations, 2016. It seeks to improve how occupations are currently classified on PERSAL and is aimed at addressing current needs in terms of "business information" and reporting on Human Resource (HR) matters. Therefore, all posts in the department must be linked to an occupation listed in the dictionary.
3. The dictionary consists of nine major occupational categories which are further classified into sub-major, minor, unit group and over 600 occupations. The occupational categories are differentiated in terms of skill level, skill specialisation and complexity of work. It is a coded classification system and therefore, each level of classification on the system is coded (i.e., the codes are alphanumeric). The dictionary has been designed to be compatible with the Department of Higher Education and Training's Organising Framework for Occupations (OFO).
4. The attached determination repeals the current OCS issued in 1999, as well as the components of the CORE that reflects the associated elements of the OCS. The remuneration part of the CORE remains unchanged. The implementation of the revised classification does not in any way affect the grading of posts and shall not result in any changes to the salaries of employees.

5. Departments are required to note that the determination takes effect on 01 February 2024 and the current OCS will be withdrawn with effect from 30 April 2024. Where departments will be requesting PERSAL to effect a bulk electronic translation, the translation table attached at Annexure B of the determination must be completed within the Human Resource component in the department, certified by the delegated Official in the Department and submitted to PERSAL for implementation.
6. All posts must be linked to the new OCS codes on PERSAL. The new OCS accommodates all occupations (including those determined in terms of an OSD). The implementation process entails the following:
 - 6.1 01 February 2024
 - The new system will open.
 - Departments must begin to complete the translation table (Annexure B of the Determination) and submit the table to PERSAL for implementation. Guidelines on choosing occupations is attached as Annexure A.
 - All new appointments from this date must be made against the new codes.
 - 6.2 31 March 2024
 - Departments must have submitted the completed translation table for all posts and employees to PERSAL for implementation.
 - Departments may also submit on an earlier date once the system is open.
 - 6.3 30 April 2024
 - All employees should have been linked on the new system. Once implemented the old OCS codes will become inactive.

The DPSA will conduct advocacy workshops to introduce the new OCS. There will be sessions for national departments and for provinces. Departments are requested to nominate an official who will be the contact person in relation to coordinating the workshops. The nominated officials should register on the following link: <https://forms.office.com/r/yvabvGD1Vv> within two weeks from the date of this circular. Offices of the Premiers are requested to co-ordinate the provincial input and workshops. It is envisaged that the workshops will be conducted virtually and the DPSA will liaise with the nominated officials on the details of the workshops.

Your co-operation will be appreciated.

Signed by: Yoliswa Makhasi
Signed at: 2023-11-15 08:58:11 +02:00
Reason: I approve this document



Ms Yoliswa Makhasi
Director-General
Date: 14/11/23