



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

ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND
ADMINISTRATION

1. BACKGROUND

- 1.1 The Code of Remuneration (CORE) and the Occupational Classification System (OCS) 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. The CORE consists of a prescriptive and guidelines part and provides for salary ranges which are linked to the job weight ranges. Although two different systems, the CORE and the OCS are closely linked and integrated on the PERSAL system.
- 1.2 The OCS was based on the International Standard Classification of Occupations (ISCO-88) developed by the International Labour Organisation (ILO) and was adapted to cater for the Public Service's needs to provide the necessary business intelligence in line with HR frameworks. The system was customised for the South African Public Service whilst still allowing for, amongst others, International comparisons.
- 1.3 However, one of the main challenges with the current OCS is that it provides for a high-level generic categorization of occupations and is lacking the specialisation component to support departments in, amongst others, skills planning and therefore impacting on the ability to accurately identify skills demand and supply in the Public Service. It also does not provide the detail that the Public Service requires for labour market analysis and human resource planning.
- 1.4 The Occupational Dictionary at Annexure A was developed in terms of the provisions in Regulation 39 (3) of the Public Service Regulations, 2016 in which the MPSA has the power to determine a system of remuneration for an occupational category and an occupational classification system (OCS). Departments are then required in terms of Regulation 39 (4) to link all posts to an occupation listed in the occupational classification system. This information is used for various human resource practices and for decision making purposes.
- 1.5 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. Only the occupational

classification codes on systems such as PERSAL will be replaced by the new classification codes in the dictionary at Annexure A.

2. PURPOSE

2.1 The purpose of the occupational classification system is to:

- 2.1.1 Standardize and establish a common language for classifying, naming and defining occupations.
- 2.1.2 Provide an occupational classification that can be used as the basis for the classification of jobs when developing job descriptions and job titles (similar or a group of jobs can be categorised into an occupation).
- 2.1.3 Assist with more detailed human resource planning; skills planning and reporting; and individual career planning that is more occupation specific.
- 2.1.4 Provide consistency and a common language to reflect and address skills needs and to report on the impact of training interventions.

3. AUTHORISATION

This Determination is issued by the Minister for the Public Service and Administration in terms of section 3 (2) of the Public Service Act, 1994 (Proclamation 103 of 1994) and Regulation 39 (3) of the Public Service Regulations, 2016.

4. SCOPE OF APPLICATION

This Determination is applicable to all national and provincial departments and government components.

5. EFFECTIVE DATE

- 5.1 The Determination repeals the Occupational Classification System issued in 1999, as well as the components of the CORE that reflects the associated elements of the OCS.
- 5.2 The Determination takes effect on 01 February 2024.
- 5.3 The withdrawal of the old OCS takes effect on 30 April 2024.

6. TRANSITIONAL ARRANGEMENTS

- 6.1 From 01 February 2024 all appointments must be made against the new codes.
- 6.2 Departments may request PERSAL to effect a bulk electronic translation of employees appointed prior to 01 February 2024, using the translation table at Annexure B. The completed translation table for all employees must have been submitted to PERSAL for implementation by 31 March 2024.
- 6.3 The translation process from the 1999 OCS to the 2024 OCS must be completed by 30 April 2024 and once implemented the old OCS codes will become inactive.

**7. AMENDMENTS TO THE OCCUPATIONAL CLASSIFICATION SYSTEM: OCCUPATIONAL
DICTIONARY 2024**

The Occupational Dictionary will be updated every 2 years should the need arise. Departments may submit requests for updates to the DPSA using email: hrp@dpsa.gov.za, which will be considered during the review.



Ms NOXOLO KIVIËT (MP)

MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION

DATE: 20/12/23

