

**IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS FOR FIVE LEVELS OF SOCIAL WORKERS**

**NOTE:**

1. There are indications that due to rank progression in the past and the way posts are defined, the work content of a number of posts is not aligned with the job titles and grading levels of the posts. This situation dictates that provision should be made for a number of options according to which employees can be absorbed into the benchmark posts. These options should however not be utilised to move employees automatically to higher levels.
2. Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements, and the competencies, experience and qualifications required to perform the work. Employees should be absorbed in the posts on the basis of their competency profiles and ability to operate at least satisfactorily in the posts. In essence, the implementation of the revised grades entails a restructuring of the relevant units. No automatic translations should be done.
3. Please note that the revised jobs at salary ranges 9 and 10 are not equivalent to the pre-revised assistant director jobs. The revised jobs represent two distinct work levels with different grades attached to them.
4. The measures contained in this document must always be read in conjunction with DPSA circular minute 1/8/P dated .....2005.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Social Worker (performing production work)	6	All salary notches	Social Worker (production)	7	R84 561 R89 805 w.e.f. 01/07/04

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Social Worker (performing advanced production work)	6	All salary notches	Senior Social Worker (advanced production)	8	R105 018 R111 528 w.e.f. 01/07/04  <b>NB:</b> Posts could be created at salary level 8 if advanced production work is being performed. Employees should only be absorbed in the higher graded posts if it has been proven that they can perform advanced production work at least satisfactorily. <b>This should only apply in exceptional cases. The majority of current level 6 jobs should be graded at level 7.</b>
Senior Social Worker (performing production work)	7	All salary notches	Social Worker (production)	7	Translation with retention of existing notch.  <b>NB:</b> If the job incumbent performs standard production level social work, the incumbent's post should be graded at salary level 7 and he/she will retain his/her existing salary notch.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Senior Social Worker (performing advanced production work)	7	All salary notches	Senior Social Worker (advanced production)	8	R105 018 R111 528 w.e.f. 01/07/04  <b>NB:</b> Posts could be created at salary level 8 if advanced production work is being performed. Employees should only be absorbed in the higher graded posts if it has been proven that they can perform advanced production work at least satisfactorily.
Chief Social Worker (performing production social work)	8	All salary notches	Social Worker (production)	7	Translation with retention of existing notch.  <b>NB:</b> If the job incumbent does not perform advanced such work functions or does not possess the competencies to do advance production work, the post should be graded at salary level 7. The job incumbent will retain her/his existing salary on a personal basis. While on a personal salary, the incumbent will not qualify for pay progression.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Chief Social Worker (performing advanced production work)	8	All salary notches	Senior Social Worker (advanced production)	8	Translation with retention of existing notch.  <b>NB:</b> Posts could be created at salary level 8 if advanced production work is being performed. Employees should only be absorbed in the higher graded posts if it has been proven that they can perform advanced production work at least satisfactorily.
Chief Social Worker (performing specialist or supervisory functions)	8	All salary notches	Principal Social Worker (supervising in smaller components)  Principal Social Worker (specialist)	9	R125 400  R133 176 w.e.f. 01/07/04  <b>NB:</b> Posts could be created at salary level 9 if specialist social work or supervisory functions are performed. Employees should only be absorbed in the higher graded posts if it has been proven that they can perform specialist social work or supervisory functions at least satisfactorily.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Chief Social Worker (performing supervision in larger components)	8	All salary notches	Assistant Social Work Manager (supervising in larger components)	10	R156 516 R166 221 w.e.f. 01/07/04  <b>NB:</b> Posts could be created at salary level 10 if supervision in larger components is performed. Employees should only be absorbed in the higher graded posts if it has been proven that they can perform the supervisory work in larger components at least satisfactorily. <b>This option is the exception and the majority of current level 8 jobs should be graded at level 9.</b>
Assistant-director: Social Work (performing supervisory or specialist social work functions)	9	All salary notches	Principal Social Worker (supervising in smaller components)  Principal Social Worker (specialist)	9	Translation with retention of existing notch.  <b>NB:</b> If the job incumbent performs supervision in smaller components or specialist production social work, the incumbent's post should be graded at salary level 9 and he/she retains his/her existing salary notch.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Assistant-director: Social Work (performing supervisory functions)	9	All salary notches	Assistant Social Work Manager (supervising larger components)	10	R156 516 R166 221 w.e.f. 01/07/04 <b>NB:</b> Posts could be created at salary level 10 if supervision is done in a larger component. Employees should only be absorbed in the posts if it has been proven that they can perform the supervisory function in larger components at least satisfactorily.
Assistant-director: Social Work (performing social work management/advanced specialist functions)	9	All salary notches	Social Work Manager/Advanced Specialist (social work management or advanced specialist functions)	11	R182 598 R193 920 w.e.f. 01/07/04 <b>NB:</b> Posts could be created at salary level 11 if social work management or advanced specialist functions are performed. Employees should only be absorbed in the posts if it has been proven that they can perform social work management or advanced specialist functions at least satisfactorily. <b>This option is the exception and the majority of current level 9 jobs should be graded at level 10.</b>

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Assistant director: Social Work (performing social work supervision in a smaller component or specialist production social work functions)	10	All salary notches	Principal Social Worker (supervising smaller components)  Principal Social Worker (specialist)	9	Translation with retention of existing notch.  <b>NB:</b> If the job incumbent does not perform social work supervision in a larger component or does not possess the competencies to perform the required supervision, the post should be created at salary grade 9. The job incumbent retains her/his existing salary on a personal basis. While on a personal salary, the incumbent will not qualify for pay progression.
Assistant-director: Social Work (performing supervisory functions in large components)	10	All salary notches	Assistant Social Work Manager (supervising in larger components)	10	Translation with retention of existing notch.  <b>NB:</b> If the job incumbent performs supervisory functions in a larger component, the incumbent's post should be is graded at salary level 10 and he/she retains his/her existing salary notch.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Assistant-director: Social Work (advanced specialist social work functions and middle management functions)	10	All salary notches	Social Work Manager/Specialist (middle management or advanced specialist functions).	11	R182 598 R193 920 w.e.f. 01/07/04 <b>NB:</b> Posts could be created at salary level 11 if middle management or advanced specialist functions are performed. Employees should only be absorbed in the posts if it has been proven that they can perform the middle management or advanced specialist functions at least satisfactorily.
Deputy Director: Social Work	11	All salary notches	Social Work Manager/Specialist (middle management or advanced specialist functions).	11	Translation with retention of existing notch. <b>NB:</b> Posts could be created at salary level 11 if middle management or advanced specialist functions are performed. Employees retain their existing salary grades and salary notches.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Deputy Director: Social Work	12	All salary notches	Social Work Manager/Specialist (middle management or advanced specialist functions).	11	R182 598 R193 920 w/e/f/ 01/07/04 <b>NB:</b> Posts could be created at salary level 11 if middle management or advanced specialist functions are performed. Employees retain their existing salary notches on a personal basis (unless the specific job is evaluated and the evaluation results support the retention of salary grade 12). While on a personal salary, the incumbent will not qualify for pay progression.