



**DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA**

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**ALL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS**

**TRANSITIONAL MEASURE TO ALLOW DEPARTMENTS TO REGRADE POSTS OF SECRETARY ON SALARY GRADES 2, 3 AND 4 TO SALARY GRADE 5 PENDING THE FINALISATION OF THE CO-ORDINATION PROCESS ON SECRETARIES**

1. As you are aware, the Minister for the Public Service and Administration issued a directive in 2004 to provide for a process in terms of which the upgrading of occupations, that are utilised by more than one department, should be co-ordinated amongst the departments involved. This directive was communicated to executing authorities under cover of a letter dated 26 March 2004 (example copy attached for your convenience at Annexure A). A committee to co-ordinate the upgrading of secretaries has been established in March 2005. This committee developed benchmark job descriptions for jobs of Secretary and Personal Assistant and evaluated the jobs with the job evaluation system. Based on this process it was recommended that the post of Secretary should be graded at salary grade 5. However, the process is not yet finalised because the benchmark job descriptions and grading results must still be consulted with top management and executing authorities.
2. Although the co-ordination process is not yet finalised, a number of departments indicated the need to appoint secretaries on salary grade 5. As a result of this, the Minister for the Public Service and Administration has directed, in accordance with Public Service Regulation Chapter I, Part IV.B.2(b) that an exemption be granted, as a transitional measure, to allow departments to regrade posts of Secretary on salary grades 2, 3 and 4 to salary grade 5 pending the finalisation of the co-ordination process on secretaries.
3. It should be noted that the above directive of the Minister does not compel departments to regrade the relevant posts to salary grade 5. The authority to

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grade posts resides with executing authorities. The Minister's directive is merely aimed at facilitating cases where the inability of departments to regrade posts as a result of the co-ordination process that has not yet been finalised, impacts negatively on service delivery. Departments must still obtain the approval of their executing authorities for the amendment of existing job descriptions, the regrading of the relevant posts and the absorption of employees into the regraded posts in terms of the applicable parts of the Public Service Regulations, 2001. In this regard please note that in accordance with the Regulations incumbents may only be absorbed into upgraded posts with effect from a current date and subject to the conditions contained in Public Service Regulation Chapter 1, Part V C.6.

4. The exemption referred to in paragraph 2 is subject to the following conditions:
  - (a) Only posts where the incumbents perform the functions as set out in the attached draft benchmark job description for secretaries (Annexure B) may be upgraded to salary grade 5.
  - (b) This exemption is only applicable to production level secretary posts currently on salary grades 2, 3 and 4. Posts on higher salary levels should retain their current grades unchanged pending the finalisation of the co-ordination process.
  - (c) The exercise in effect entails a redesign and restructuring of the relevant posts. No automatic translations of any incumbents should be done. If it is determined that a job includes other functions that may be at a lower level than the functions in the draft benchmark job description, the grades of such posts should be determined with the job evaluation system.
  - (d) The additional expenditure emanating from the regrading of the relevant posts should be defrayed from departments' budgets.
5. Departments need to manage this process carefully to prevent the creation of internal disparities/tensions and demands for the upgrading of posts from other employees.

  
DIRECTOR-GENERAL  
DATE: 17.03.06

**DRAFT JOB DESCRIPTION**

**1. JOB INFORMATION SUMMARY**

Name of jobholder :  
Job title : Secretary  
Core :  
Core code :  
Post level :  
Occupational class code :  
Name of component :  
Location :  
Date of appointment/ entry :  
into post

**2. JOB PURPOSE**

To render a secretarial support service to a senior manager(s).

**3. KEY RESPONSIBILITIES**

- (a) Provides a secretarial/receptionist support service to the manager. This will, inter alia, entail the following:
- (i) Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager.
  - (ii) Records appointments and events in the diary of the manager.
  - (iii) Types documents for the manager and other staff within the unit on a word processor.
  - (iv) Operates office equipment like fax machines and photocopiers.
- (b) Provides a clerical support service to the manager. This will entail, inter alia, the following:
- (i) Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received.
  - (ii) Arranges meetings and events for the manager and the staff in the Unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events.
  - (iii) Processes the travel and subsistence claims for the unit.

- (iv) Processes all invoices that emanate from the activities of the work of the manager.
  - (v) Records basic minutes of the meetings of the manager where required.
  - (vi) Drafts routine correspondence and reports.
  - (vii) Does filing of documents for the manager.
  - (viii) Administers matters like the leave registers and telephone accounts.
  - (ix) Receives, records and distributes all incoming and outgoing documents.
  - (x) Handles the procurement of standard items like stationary, refreshments etc.
  - (xi) Collects all relevant documents to enable the manager to prepare for meetings.
- (c) Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. This would, inter alia, entail the following:
- (i) Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
  - (ii) Remains abreast with the procedures and processes that apply in the office of the manager.

#### **4. INHERENT REQUIREMENTS OF THE JOB**

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. Please note that the descriptions and definitions should be utilised but that the level of proficiency should be adjusted to fit the level of this job. The competency framework is available at [http://www.dpsa.gov.za/employmentpractice\\_cd/documents/MMCFDictionaryConsolidated18July.doc](http://www.dpsa.gov.za/employmentpractice_cd/documents/MMCFDictionaryConsolidated18July.doc).

#### **5. APPOINTMENT REQUIREMENTS**

- (a) Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily.
- (b) Language skills and the ability to communicate well with people at different levels and from different backgrounds.
- (c) Good telephone etiquette.
- (d) Computer literacy.
- (e) Sound organisational skills.

- (f) Good people skills.
- (g) High level of reliability.
- (h) Basic written communication skills.
- (i) Ability to act with tact and discretion.
- (j) Good grooming and presentation.

**6. CAREER PATHING**

Promotion to higher post – compliance with requirements of higher post.

**7. AMENDMENTS TO JOB DESCRIPTION**

The Senior Manager reserves the right to make changes and alterations to this Job Description, as he/she may deem reasonable, after due consultation with the jobholder.

**8. PERFORMANCE AGREEMENT**

The Performance Agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

**9. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**