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TO ALL NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS THAT EMPLOY ARCHIVISTS.

IMPLEMENTATION OF THE CO-ORDINATION PROCESS - BENCHMARK JOB DESCRIPTION AND GRADING LEVEL FOR THE OCCUPATION: ARCHIVISTS.

As you may be aware, the Minister for Public Service and Administration issued a letter dated 16 September 2011 to consult on the co-ordination process for Archivists.

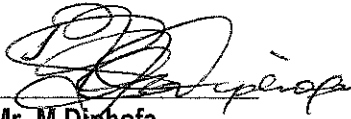
As part of the consultation process, a communiqué to all departments that employ Archivists was issued. Inputs/comments from the departments indicated that there was general acceptance and support from the relevant role players for the proposed job descriptions, grading results and implementation strategy. The recommended grade is as follows:

| JOB | WORK LEVEL | JOB GRADE |
|-----------|------------|-----------|
| Archivist | Production | 7 |

The costing to implement the revised grade as provided by departments is approximately R 350, 000. Furthermore, it should be noted that departments will have to defray costs relating to the implementation of the revised grade from their own budgets. Attached as Annexure A to this letter are implementation guidelines/measures.

Note should be taken that a proposal has been made that in future, implementation instructions will be issued as directives subject to the necessary amendments to the Public Service Regulations, 2001. Therefore, pending the finalization of the said amendments to the regulations, which are meant to strengthen compliance with job evaluation outcomes, a decision has been taken that in order not to negatively affect service delivery in the affected departments, the outcomes of this co-ordination process are issued as advice.

The job descriptions and the job evaluation results are also attached as Annexures B and may, on request, be supplied in electronic format. Please submit requests to Mr R Lidevhele via e-mail Robertl@dpsa.gov.za or fax 086 618 8851.



Mr. M Diphofa
Director-General

Date: 01/10/2012

IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR ARCHIVISTS

NOTE:

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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 utilized to move employees automatically to higher level posts.
2. Departments should determine what functions should be performed to ensure that they comply with their service delivery requirements, and secondly the competencies, experience and qualifications required to perform the work. This should be compared with the benchmark job description and posts on the establishment of the Department and should be created on the basis of the benchmark job description that matches the service delivery needs the closest.
3. In cases where posts are upgraded and the current incumbents are considered for absorption in the upgraded posts, employees should be absorbed on the basis of their competency profiles and ability to operate at least at a satisfactory level in these posts. In essence, the implementation of the revised grades could entail a restructuring of the relevant units. Departments must also comply with the following:
 - The requirements of the PSR Chapter 1, Part V C.6 entail that an incumbent must already be performing the duties attached to the post to be upgraded and he/she must have received a satisfactory performance assessment, based on performance of the duties attached to the post to be upgraded, in his/her most recent performance assessment. Where employees' performance has not yet been assessed, they should be assessed with the departmental performance management and development system before considered for absorption in the upgraded posts. **No automatic translations to/absorption into the upgraded posts may be done.**
 - Employees must be awarded the minimum notch of the salary range attached to the upgraded post.
 - PSR Chapter 1, Part V C.7 stipulates that an incumbent may only be absorbed in an upgraded post with effect from the first day of the month following the month during which the executive authority approved the absorption.
4. It should be noted that some departments may have jobs that are graded at a higher salary level, but performing similar functions to the benchmark jobs at a lower level. In such cases these jobs have to be regraded (downgraded) to the same level as the benchmark jobs and the incumbents will retain their salaries in line with PSCBC Resolution 3/2009. Furthermore departments should refrain from utilizing levels that are not provided for in terms of the outcomes of the co-ordination process for "salary progression purposes".
 - (a) Employees currently on salary range 6 and who are performing production functions (Archivist) should be absorbed at salary range 7 provided they meet the requirements as set out in PSR 2001, Chapter 1, Part V C.6.
 - (b) Employees currently on salary range 7 and who are performing production functions (Archivist) should remain on salary range 7.

(c) Employees currently on salary range 8 and who are performing production functions (Archivist) should be graded on salary range 7. These posts should be phased-out by departments as and when they become vacant. No future appointment on salary range 8 for Archivist will be allowed.

| EXISTING POSITION | | | | REGRADED POSITION | | |
|---|--------------|--------------|-------------------------|-------------------|---|--|
| RANK | SALARY LEVEL | SALARY NOTCH | RANK | SALARY LEVEL | SALARY NOTCH | |
| Archivist To render archives and records management. | 6 | All notches | Archivist (Production). | 7 | <p>NB: Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> • 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 at this level. • Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level. | |
| Archivist To render archives and records management. | 7 | All notches | Archivist (Production). | 7 | <p>NB: Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> • 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 at this level. • Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level. | |

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|--|----------|--------------------|--------------------------------|----------|--|
| <p>Archivist To render archives and records management.</p> | <p>8</p> | <p>All notches</p> | <p>Archivist (Production).</p> | <p>7</p> | <ol style="list-style-type: none"> 1. Translation with reiteration of existing salary notches. 2. Posts should be graded at salary level 7 if the functions set out in the job description for Archivist are performed. 3. The job incumbent will retain his/her salary in line with PSCBC Resolution 3/2009. |
|--|----------|--------------------|--------------------------------|----------|--|

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder :

Job title : Archivist

Core code : Function and Support Personnel

Post level and salary code :

Occupational class code :

Name of component : Archival and Records services

Location :

Posts reports to : Assistant Manager: Archival and Records services

Date of appointment :

B. JOB PURPOSE

To render archives and records management.

C. KEY PERFORMANCE AREAS.**1. Design, evaluate, implement and maintain records classification systems.**

- a) Design records classification systems in consultation with client offices, which includes all governmental bodies.
- b) Ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial/ National Archivist.
- c) Facilitate the practical implementation of the approved systems.

2. Provide records management training.

- a) Prepare an annual training programme.
- b) Update the training manual and compile in line with policies and procedures.
- c) Facilitate planning for the courses through continuous liaison with stakeholders.
- d) Conduct training and assessment.

3. Conduct appraisal of records for disposal purposes.

- a) Receive and acknowledge all requests.
- b) Conduct a contextual analysis, a comprehensive study of the organization concerned.
- c) Formulate a hypothesis on the overall value of records and records systems, indicating records with archival value and with little or no value.
- d) Conduct site visits to carry out spot-check of the records testing the hypothesis.
- e) Compile appraisal reports and submit for disposal authority.

4. Conduct inspections to ensure compliance with proper records management practices.

- a) Draw up an annual inspection programme for approval and dissemination to the concerned offices.
- b) Conduct on-site inspections.
- c) Compile a comprehensive inspection report.
- d) Monitor progress through reports.

5. Provide professional support and advice to stakeholders.

- a) Conduct presentations on archives and records management based on the need or the requests received from the client offices.
- b) Participate in consultation meetings and Fora to address relevant concerns and problems with regards to records management practices.
- c) Provide hands-on assistance based on the need or on request.
- d) Provide efficient reading room service and professional advice to all users.
- e) Provide source guidance and support to researchers and other users.
- f) Deal with all written and telephone queries and enquiries.
- g) Provide full time supervision of the use of archavalia.

6. Collect, arrange, describe and preserve non- public and public records.

- a) Transfer records from the offices of origin, public or private bodies to archives.
- b) Conduct the arrangement and description of all acquired archival groups.
- c) Compile finding aids in order to facilitate public access to holdings.
- d) Undertake research to identify potential sources.
- e) Preserve and conserve records.
- f) Collect, research and transcribe oral history records.

7. Promote and market archival functions and services.

- a) Conduct educational and public outreach programmes such as tours, lectures, classes and school visits.
- b) Undertake the identification, research, selection and display of items for exhibitions.

D INHERENT REQUIREMENTS

Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>

E APPOINTMENT REQUIREMENTS

The following qualifications may be considered for appointment

- 1. Appropriate three year tertiary qualification and
- 2. A valid Driver's License Code 08
- 3. No experience is required.

F CAREER PATHING

Compliance with the requirements of higher posts.

G AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, 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 post holder should adhere to during the execution of his/her key performance areas.

I JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

Filtered Rank Order Printout

FILTER ON

| Job Title | RP | TD | KN | CM | EN | Score | Grade |
|-----------------------------|----|----|----|----|----|--------|-------|
| 721 Archivist: Coordination | 7 | 6 | 4 | 4 | 3 | 438.30 | 7+ |

Job Details Printout

JOB TITLE:

Archivist: Coordination

JOB ID : ARCHIVIST: COORDINAT

DATE : 04/06/2010

NO IN JOB : 1

NON BENCHMARK

DEPARTMENT/PROVINCE:

National/Provincial

COMPONENT:

ARCHIVAL AND RECORDS MANAGEMENT

LOCATION:

Coordination

CORE TITLE:

NAME:

JOB CODE:

ADDITIONAL INFORMATION

Job Report - Archivist: Coordination

RESPONSIBILITY

Human Resources

The postholder is not required to manage staff directly.

The postholder is not required to manage staff indirectly.

In addition to the above, the postholder is required to oversee or manage the following staff:

- Frequently.....11 - 20 staff

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)
- Technical (Laboratory equipment etc)
- Light vehicles (cars, vans, tractors etc)

The nature of the involvement is:

-
- Use or shared use
 - Repair & maintenance (e.g. health and safety)

The value of the equipment described above is:

- Large - R(hundreds of thousands)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Miscellaneous stores

The value of stores/livestock is:

- R millions

The postholder's responsibility covers:

- Uses stores
- Issues stores

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- Specialist clerical/administrative

Job Report - Archivist: Coordination

- Training

Core responsibilities of the job from List 2 are:

- Policy analysis and development

The structure of the job is best described as:

- Complex work content requiring occasional interpretation

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Standard
- Technical/policy to colleagues.....Standard
- Technical/policy to staff at a higher level.....Standard
- Technical/policy to outside the Public Service.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The advice relates to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- Own section.....Extensive
- Own division.....Moderate
- Own directorate.....Limited
- Own department.....Limited
- Other departments.....Limited
- Private sector organisations.....Limited
- Other Governments.....Limited

The type and extent of the post's impact is:

- Provision of poor advice to senior managers/colleagues....Moderate
- Impact on services provided to the General Public.....Moderate
- Impact on Public Service policy/line.....Limited

Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity
- Confidential or sensitive data

The majority of errors would be detected:

- Within the division

The consequence of error is:

- Significant impact, difficult to detect and costly to correct

Errors are detected:

Job Report - Archivist: Coordination

- Within the month

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Several closely related subject areas

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Standard
- Procedural.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The information available to the postholder is:

- Mostly incomplete

The postholder is required to carry out the following analysis on information:-----

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Frequently

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Usually
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Range of options

Problem solving that is subject to deadlines are:

- Immediate.....Frequent
- Daily.....Frequent
- Weekly.....Infrequent
- Monthly.....Infrequent

Planning

The postholder's planning impacts the following areas:

Job Report - Archivist: Coordination

- Own section

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Planning and prioritising the work of others
- Resolving most job problems without assistance (moderate level of autonomy)
- Resolving job problems referred by others
- Recommending minor changes to policy

Creativity

The level of innovation/creativity required is:

- Adaptive/Limited.....On an individual basis
- Adaptive/Significant.....As part of a Team

KNOWLEDGE

Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Deep knowledge of a narrow range of activities

Prior Experience

The post is an entry level post.

The postholder does not require any prior experience before entering the post.

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Intermediate
- Driving.....Basic
- Language skills.....Basic

Job Report - Archivist: Coordination

The following specific skills are required for the job:

- Formal training skills.....Basic

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Weekly
- Senior Management.....Monthly
- Other Departments.....Weekly

Additional contacts are:

- Students.....Occasionally
- Private Sector Organisations.....Occasionally
- General Public.....Daily
- Academic Institutions.....Occasionally

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Standard
- Procedural information.....Standard
- Technical/professional.....Standard
- Relationship management.....Routine
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politenessDaily
- Providing or obtaining information requiring simple explanationDaily
- Providing or obtaining information requiring difficult explanationMonthly
- Providing or obtaining sensitive information requiring tact and diplomacy, e.g. through interviewsOccasionally
- Influencing skills.....Monthly
- Formal presentation skills/public speaking.....Occasionally
- Formal training skills.....Occasionally

Written Communications

The postholder is required to produce the following written communications:

Job Report - Archivist: Coordination

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly
- Complex notes/memos.....Occasionally
- Complex reports/technical papers.....Occasionally

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:

- Museums/archives/library

The postholder is not subject to any hostile or violent situations.

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Prolonged use of computer.....Weekly
- Lifting or carrying heavy loads.....Occasionally
- Driving.....Weekly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Weekly
- Week-end working.....Monthly
- Travel on business outside normal hours.....Monthly
- Working away from base (overnight).....Monthly

Hazardous Conditions

The postholder is exposed to the following hazardous conditions:

- Exposure to fumes/toxins.....Occasionally

(Archivist: Coordination)