



the dpsa

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ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

AMENDED CO-ORDINATION PROCESS FOR LOWER-LEVEL JOBS AND BENCHMARK JOB DESCRIPTION AND GRADING LEVELS FOR THE JOB OF DRIVER.

1. The Minister for the Public Service and Administration directed that a co-ordination process should be followed if occupations that are utilised by more than one department are upgraded as a result of job evaluation. This directive was communicated to executing authorities under cover of a letter dated 26 March 2004 (copy attached for your convenience).
2. The co-ordination process was originally intended to ensure consistency in the grading of higher-level jobs. However, it is found in practice that there is great pressure to co-ordinate lower level occupations as well. The co-ordination process is a comprehensive process that requires substantial time and resources to finalise. It is clear that this places restrictions on the number of co-ordination processes that can be executed at any given time. The Minister for the Public Service and Administration (MPSA) was therefore approached to approve an alternative co-ordination process for lower level jobs. The Minister subsequently directed in terms of Chapter 1, Part IV B.2 (b) of the Public Service Regulations, 2001 that the existing co-ordination process be supplemented with the following approach with regard to lower level jobs:
 - (a) Lower level jobs are defined according to the occupational classification system for the Public Service as the jobs in the major and sub-major groups as set out in Annexure A and which are graded at salary level 7 or lower.

6#1024# DRIVER LET

Staatsdiens en Administrasie • Ditirelo tsa Puso le Tsamaiso • Ditshebeliso tsa Mmuso le Tsamaiso • uMnyango wemiSebenzi kaHulumeni nokuPhata


Muhasho wa Tshumelo ya Muvhuso na Vhulanguli • Kgoro ya Ditirelo tsa Mmušo le Taolo • Ndzawulo ya Vutrhela-Mfumo na Valawuri

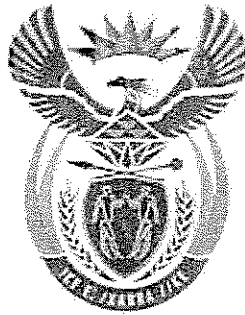
LITiko le Tebasebenti baHulumende nekuPhatsa • ISebe leNkonzo kaRhulumente noLawulo • UmNyango wemiSebenzi kaRhumende nokuPhata

- (b) Departments inform the DPSA when they have determined, through job evaluation, that the jobs in a lower level occupation or levels within that occupation need to be upgraded.
 - (c) Benchmark job descriptions for the relevant jobs are developed by the DPSA or by the department in conjunction with the DPSA.
 - (d) The information in the job descriptions is utilised to determine the salary grades of the jobs through job evaluation.
 - (e) The benchmark job descriptions and grading levels are supplied to all departments and their inputs and comments are obtained. The benchmark job descriptions and grading levels are amended where justifiable with the inputs and comments received from departments.
 - (f) The benchmark job descriptions and grading levels are submitted to the MPSA for approval as official advice. Once approved, it is supplied to all departments.
 - (g) If jobs are required with functions additional to those in the benchmark job descriptions or if a higher grading level (than the benchmark levels) is to be implemented, the co-ordination process will have to be followed.
3. This approach is only adopted with regard to lower level jobs because the content of these jobs are generally more uniform, with limited scope to vary the performance of the functions.
4. The above-mentioned process was utilised to determine a benchmark job description and grading levels for a job of driver performing core driver functions and a job where core driver functions plus secondary functions (messenger and/or clerk and/or photocopier operating) are performed.
5. Following the afore-mentioned process, the MPSA approved that the benchmark job description, grading levels (job evaluation results) and implementation guidelines for a job of driver be issued to departments/provinces as formal advice in terms of Chapter 1, Part III.1.4 of the Public Service Regulations, 2001. The benchmark job description and grading levels are attached as Annexure B. With regard to the implementation of the benchmark job description and grading levels, the following should be noted:
- (a) Departments must obtain the approval of their executing authorities for the amendment of the existing job descriptions, the regrading of the relevant posts (where applicable) and the absorption of the serving incumbents in the regraded posts in terms of the relevant parts of the Public Service Regulations.
 - (b) The benchmark job description and grading levels do not detract from the authority of an executing authority to manage his/her department and to determine an organisational structure that suits the service delivery requirements of the environment in which the department operates. If posts are required that differ from the benchmark job description, it may

be created and graded with the job evaluation system with due regard to the requirements of the co-ordination process.

- (c) In accordance with the current Public Service HR regulatory framework, the implementation of the benchmark job description and job evaluation results may require the regrading of some of the relevant posts and it should therefore be implemented as a regrading/restructuring exercise. The relevant employees should be considered for absorption into the regraded posts on the basis of the functions that they perform and their ability to perform the functions at least satisfactorily. As this is a regrading exercise, it need not be negotiated in the PSCBC. To assist departments with the consistent implementation of the benchmark job description and job evaluation results, the implementation guidelines, attached as Annexure C, have been developed. Incumbents should not be absorbed automatically into the higher graded posts. Departments have to compare the existing functions being performed and the competencies of the incumbents to perform these functions with the benchmark job description to determine at what levels employees should be absorbed in the new grading structure. In the process of absorbing incumbents in upgraded posts, departments must comply with the provisions of Chapter 1, Part V C.6 and C.7 of the Public Service Regulations, 2001.
 - (d) The cost emanating from the regrading of the posts will have to be funded from the budgets of departments.
 - (e) The specific competencies required for each post should be determined in line with the competency framework and other requirements referred to in the benchmark job description.
6. The benchmark job description and job evaluation results can be supplied in electronic format on request. Please submit requests to Esrom Phungo via e-mail at esromp@dpsa.gov.za.


DIRECTOR-GENERAL
DATE: 14.06.07.



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

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Mr T A Manuel
Minister of Finance
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0001

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Dear Colleague

**PROCESS TO CO-ORDINATE THE UPGRADE OF AN ENTIRE OCCUPATIONAL
CATEGORY OR CERTAIN LEVELS WITHIN AN OCCUPATION BASED ON JOB
EVALUATION**

My letter on the regrading of occupations dated 6 January 2004 (copy attached for your convenience) refers.

After consideration of the matter and in view of recent cases that came to my attention, I have decided to direct, in accordance with Public Service Regulation Chapter 1 Part IV.B.2(b), that the following process be followed when the upgrading of an entire occupational category or certain levels within an occupational category is considered:

- (a) The department (at national or provincial level) that plans or initiates a process to upgrade an entire occupational category or certain levels within an occupational category, must determine whether the occupational category is utilised in other national and/or provincial departments.

If not, the department may implement the upgrading provided that the decision is supported by the results of job evaluation as provided in the Public Service Regulations, 2001.

If the occupation is also utilised by other national and/or provincial departments, the relevant department should take the following actions:

- (i) The department should establish a "co-ordination committee" consisting of representatives of all the affected departments. If this committee becomes too large because of the large number of departments involved, consideration can be given to cluster departments together with a representative for each cluster.
- (ii) The department should inform the DPSA, at the commencement of the process, in writing of the occupational class(es) or levels within an occupational class, where possible upgrades are considered, the departments that may be affected, the members and convenor of the co-ordination committee, the convenor's contact details and envisaged timeframes to finalise the matter. The DPSA will, as far as its capacity allows, participate in the consultation process and support departments with the technical aspects of the work involved in the job evaluation process and the implementation of the results.
- (iii) In cases where the DPSA is not actively involved in the process, written progress reports at key milestones in the process must be submitted to the DPSA.
- (iv) The revised grading levels must be developed in co-operation with all the departments involved. Where this is not possible, departments that utilise the relevant occupation but which do not actively participate in the process, must be informed of developments and progress on a continuous basis.
- (v) The cost of upgrades must be determined as accurately as possible and the DPSA should be informed thereof as soon as it is available.

If any department is unable to implement the revised grades, due to, for example, funding constraints, the DPSA should be informed accordingly.

The implementation of the revised grades should, as far as possible, be done with effect from a uniform date by all departments.

- (vii) Before the revised grades are implemented, the relevant executing authorities and heads of department must be consulted. MINMECs and similar structures should be utilised for this purpose.

Non-compliance with this directive will be reported to the Public Service Commission. The Commission will also be requested to monitor departments' compliance with the directive.

I would like to emphasise that the directive does not apply to the upgrading of jobs on an individual basis, but only in cases where entire occupations or levels within an occupation ("ranks") are to be upgraded.

If you require further information on any aspect of this directive, you are welcome to the Job Evaluation Unit in DPSA.

Your co-operation is appreciated.

Kind regards

Heraldine G Fraser-Moleketi
MS G J FRASER-MOLEKETI
MINISTER

26/03/04

PS: Your officials can contact the Job Evaluation Unit in DPSA event there is a need for any further information clarification.

ANNEXURE A

LOWER LEVEL JOBS (GRADED ON SALARY LEVEL 7 OR LOWER) TO WHICH THE ALTERNATIVE CO-ORDINATION PROCESS APPLIES.

MAJOR GROUPS	SUB- MAJOR GROUPS
1. Elementary Occupations	<ul style="list-style-type: none"> * Domestic, Building and Related Helpers, Cleaners, Sweepers and Launderers * Messengers, Porters and Related Workers * Agricultural, Conservation and Related Labourers * Road Construction and Trade Related Labourers
2. Administrative Office Workers	<ul style="list-style-type: none"> * Clerks and Related Personnel
3. Service Workers	<ul style="list-style-type: none"> * House Keeping and Food Services Workers * Personal Care and Related Workers * Other Personal Services Workers * Security and Related Workers (Excluding SAPS) * Rescue Services
4. Social, Natural Technical and Medical Sciences Supplementary and Support Personnel	<ul style="list-style-type: none"> * Auxiliary Workers * Nursing (excluding Professional Nurses)
5. Drivers, Operators and Ships' Crew	<ul style="list-style-type: none"> * Power, Production and Related Plant Operators * Machine Operators * Drivers and Mobile Plant Operators * Ships' Crew

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

- Name of jobholder: :
- Job title : Driver
- Core :
- Post level and salary code :
- Occupational class code :
- Name of component :
- Location :
- Posts reports to :
- Date of appointment :

B. JOB PURPOSE

The driving of motor vehicles to transport passengers and other items (e.g. mail and documents).

C. KEY PERFORMANCE AREAS

CORE DRIVER FUNCTIONS

- (a) Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents).
- (b) Do routine maintenance on the allocated vehicle and report defects timely.
- (c) Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.

SECONDARY FUNCTIONS THAT CAN BE PERFORMED

- (d) Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following:
 - (i) Collect and deliver documentation and related items in the department.
 - (ii) Copy and fax documents.
 - (iii) Assist in the registry.

D. 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. It should be noted that a number of competencies would not be applicable to the job of driver. Please note further 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.

E. KNOWLEDGE REQUIREMENTS

CORE DRIVER FUNCTIONS

- (a) Knowledge of the procedures to operate the motor vehicle e.g procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre).
- (b) Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle.
- (c) Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

SECONDARY DRIVER FUNCTIONS

Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies.

F. APPOINTMENT REQUIREMENTS

CORE DRIVER FUNCTIONS

- (a) Valid code 8 drivers licence.
- (b) Knowledge of the city(ies) in which the functions will be performed.

SECONDARY DRIVER FUNCTIONS

A grade 10 qualification or 7 – 12 months relevant experience.

G. CAREER PATHING

Compliance with the requirements of higher posts.

H. 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.

I. PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which contains a work plan 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.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

Job Details Printout

JOB TITLE:

Driver Core Functions

JOB ID : DFA 1

DATE : 03/04/2006

NO IN JOB : 1

NON BENCHMARK

DEPARTMENT/PROVINCE:

COMPONENT:

LOCATION:

CORE TITLE:

100

NAME:

JOB CODE:

ADDITIONAL INFORMATION

QA TEST DONE BY DPSA JE UNIT

JOB WEIGHT: 173.32

GRADE: 2+

RECOMENDATION: POST CAN BE GRADED ON SALARY LEVEL 2 OR 3

JOB PROFILES

RP	TD	KN	CM	EN
2	2	2	2	2

Job Report - Driver Core Functions

RESPONSIBILITY

Human Resources

The postholder is not required to manage staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- 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 not responsible for stores and livestock.

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- Semi-skilled manual

The postholder does not have any core responsibilities from List 2.

The structure of the job is best described as:

- Few well-defined tasks

Advisory Responsibility

The postholder is not required to provide advice as a function of the job.

Impact

The postholder's work directly influences:

- Own section.....Moderate
- Own division.....Limited

The postholder does not have an impact in any of the areas given.

Job Report - Driver Core Functions

Work Errors

There is no significant risk of error by the post.

> The assessed level of this characteristic demand is.....LEVEL 2

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.....Routine
- Procedural.....Routine
- Technical/professional.....Routine
- Department policy/strategy.....Routine

The information available to the postholder is:

- Complete

The postholder is not required to carry out an analysis on information.

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.....Always
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

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

- Standard

Speed of problem solving is not an essential demand of the job.

Planning

The postholder is not required to plan ahead.

Decision Making

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

- Adjust issued work sequences

Job Report - Driver Core Functions

Creativity

Innovation/creativity is not required in the post.

> The assessed level of this characteristic demand is.....LEVEL 2

KNOWLEDGE

Breadth of Knowledge

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

- Knowledge of a limited range of work procedures

Prior Experience

The post is an entry level post.

The postholder requires the following experience before entering the post:

- Semi-skilled manual.....7-12 months

Qualifications

The following minimum qualification is required for the post:

- Basic Education (below standard 8)

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Driving.....Basic

No specific skills are required for the job from List 2.

> The assessed level of this characteristic demand is.....LEVEL 2

COMMUNICATION

Range of Contacts

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

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Daily
- Senior Management.....Monthly

Job Report - Driver Core Functions

Additional contacts are:

- Private Sector Organisations.....Monthly

Content of Communication

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

- General Information.....Routine
- Procedural information.....Routine
- Technical/professional.....Routine
- Department policy/strategy.....Routine

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiringDaily helpfulness and politeness
- Providing or obtaining information requiring simple ...Weekly explanation

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly

> The assessed level of this characteristic demand is.....LEVEL 2

ENVIRONMENT

Physical Environment

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

- Office

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

The postholder is subject to the following traumatic situations:

- Serious injury.....Occasionally
- Death.....Occasionally

Physical Demands

The following physical demands are made on the postholder:

- Driving.....Daily

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

Job Report - Driver Core Functions

- Additional hours.....Monthly
- On-call.....Occasionally
- Travel on business outside normal hours.....Monthly

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

> The assessed level of this characteristic demand is.....LEVEL 2

(Driver Core Functions)

Job Details Printout

JOB TITLE:

Driver Core and Secondary functions

JOB ID

: SDCSA

DATE : 03/04/2006

NO IN JOB

: 1

NON BENCHMARK

DEPARTMENT/PROVINCE:

COMPONENT:

LOCATION:

CORE TITLE:

NAME:

JOB CODE:

ADDITIONAL INFORMATION

QA TEST

TOTAL SCORE: 244.98

GRADE: 3+

JOB PROFILES

RP	TD	KN	CM	EN
2	3	3	3	3

Job Report - Driver Core and Secondary function

RESPONSIBILITY

Human Resources

The postholder is not required to manage staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP 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 not responsible for stores and livestock.

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- Semi-skilled manual
- General clerical/administrative

The postholder does not have any core responsibilities from List 2.

The structure of the job is best described as:

- Few well-defined tasks

Advisory Responsibility

The postholder is not required to provide advice as a function of the job.

Impact

The postholder's work directly influences:

- Own section.....Moderate
- Own division.....Limited
- Own directorate.....Limited

Job Report - Driver Core and Secondary function

- Own department.....Limited

The postholder does not have an impact in any of the areas given.

Work Errors

There is no significant risk of error by the post.

> The assessed level of this characteristic demand is.....LEVEL 2

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.....Routine
- Procedural.....Standard
- Technical/professional.....Routine
- Department policy/strategy.....Routine

The information available to the postholder is:

- Complete

The postholder is not required to carry out an analysis on information.

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.....Always
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

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

- Limited options

Problem solving that is subject to deadlines are:

- Immediate.....Frequent

Planning

The postholder's planning impacts the following areas:

Job Report - Driver Core and Secondary function

- The postholder's own work only

Planning is guided by the following existing plans/precedents:

- Work processes

Decision Making

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

- Planning/organising own work
- Resolving most job problems with assistance (limited autonomy)

Creativity

Innovation/creativity is not required in the post.

> The assessed level of this characteristic demand is.....LEVEL 3

KNOWLEDGE

Breadth of Knowledge

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

- Knowledge of a wide range of work procedures and or processes

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Semi-skilled manual.....1-2 years

Qualifications

The following minimum qualification is required for the post:

- Standard 8

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Driving.....Basic

No specific skills are required for the job from List 2.

Job Report - Driver Core and Secondary function

> The assessed level of this characteristic demand is.....LEVEL 3

COMMUNICATION

Range of Contacts

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

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Daily
- Senior Management.....Weekly

Additional contacts are:

- Private Sector Organisations.....Monthly

Content of Communication

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

- General Information.....Routine
- Procedural information.....Routine
- Technical/professional.....Routine
- Department policy/strategy.....Routine

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politenessDaily
- Providing or obtaining information requiring simple explanation ...Daily

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly

> The assessed level of this characteristic demand is.....LEVEL 3

ENVIRONMENT

Physical Environment

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

Job Report - Driver Core and Secondary function

- Office

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

The postholder is subject to the following traumatic situations:

- Serious injury.....Occasionally
- Death.....Occasionally

Physical Demands

The following physical demands are made on the postholder:

- Driving.....Daily

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

- Additional hours.....Weekly
- Week-end working.....Occasionally
- On-call.....Monthly
- Travel on business outside normal hours.....Monthly

Hazardous Conditions

The postholder is exposed to the following hazardous conditions:

- Close proximity to traffic.....Daily

> The assessed level of this characteristic demand is.....LEVEL 3

(Driver Core and Secondary functions)

ANNEXURE C

IMPLEMENTATION GUIDELINES FOR THE BENCHMARK JOB DESCRIPTION AND GRADING LEVELS FOR JOBS OF DRIVER.

1. Departments should use the guidelines set out below to implement the benchmark job description and grading levels.
2. There are indications that, due to rank and leg progression in the past and the way some 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 regraded posts based on the benchmark job description. These are indicated in the table in paragraph 7. **These options should, however, not be utilized to grant general salary increases to employees.**
3. Posts should be created/redefined in accordance with the benchmark job description, with due consideration to the service delivery requirements of the department and the competencies, experience and qualifications required to perform the work. **Employees should be absorbed in the regraded/redefined posts on the basis of the functions currently being performed.**
4. In cases where posts are upgraded and the current incumbents are considered for absorption in the upgraded posts, departments must comply with the following:
 - * The requirements of PSR Chapter 1, Part V C.6 that 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 the 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 being considered for absorption in the upgraded posts. **No automatic translations / absorption into the upgraded posts may be done.**
 - * Employees must be placed on 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 executing authority approved the absorption.
5. Departments should decide on the levels at which the posts should be created with due cognisance to the availability of funds and the broader implications that the salary grades to be allocated to these jobs may have on other jobs.
6. Posts with functions similar to those in the benchmark job description and that are already graded on levels higher than salary level 4 should be graded at the benchmark grading levels. Incumbents of such posts will retain their salaries on a personal basis.

7. The following guidelines must be used to determine translation to the revised grades. Please note that the salary notches reflect the 1 July 2006 salary notches:

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH RPA
Driver (Core Functions).	2	All salary notches	Driver	2	Translation with retention of existing salary notches. Posts could be created at salary level 2 if the core functions set out in the job description for Driver performed.
Driver (Core Functions).	2	All salary notches	Driver	3	R 46 200 Posts could be created at salary level 3 if the core functions set out in the job description for Driver are performed.
Driver (Core Functions).	3	All salary notches	Driver	3	Translation with retention of existing salary notches. Posts could be created at salary level 3 if the core functions set out in the job description for Driver performed.
Driver (Core & Secondary Functions).	2	All salary notches	Driver	3	R 46 200 Posts could be created at salary level 3 if the core and secondary functions set out in the job description for Driver are performed.
Driver (Core & Secondary Functions).	2	All salary notches	Driver	4	R 54 222 Posts could be created at salary level 4 if the core and secondary functions set out in the job description for Driver are performed.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH RPA
Driver (Core & Secondary Functions).	3	All salary notches	Driver	3	R 46 200 Posts could be created at salary level 3 if the core and secondary functions set out in the job description for Driver are performed.
Driver (Core & Secondary Functions).	3	All salary notches	Driver	4	R 54 222 Posts could be created at salary level 4 if the core and secondary functions set out in the job description for Driver are performed.